

November 5, 2019

CDASS DXC TRAINING

For Case Management Agencies

Colorado interChange



CDASS Task Worksheet/Allocation Training

Colorado InterChange



Welcome

Instructors Bob Ordonio & Consuela Ingram

Welcome to the CDASS Task Worksheet/Allocation Training Session

Course Description

The goal of this training is to provide you with CDASS training.

- **Adding and editing a CDASS Task Worksheet**
- **Adding and editing a CDASS Allocation**
- **Adding CDASS Services to a line item**
- **Editing CDASS services**
 - Adjusting CDASS services to an existing line item.
 - End dating CDASS services

Table of Contents

Creating CDASS Services on a PAR.....	Slide 7
Creating a CDASS Task Worksheet.....	Slide 8
Creating a CDASS Allocation.....	Slide 17
Adding CDASS Services to a Line Item.....	Slide 26
Revising a CDASS Task Worksheet.....	Slide 32
Revising a PAR with an EBD Client.....	Slide 34
Creating SLS Task Worksheet and PAR.....	Slide 42
Revising a Par with an SLS Client.....	Slide 44

Table of Contents (Cont'd)

Adjusting the Units Down.....	Slide 53
SPAL Spending Exceeds Limits.....	Slide 57
Deleting a CDASS Task Worksheet, Allocation and Line Item.....	Slide 64
Error Codes.....	Slide 71
FAQ.....	Slide 72
CCM Help Desk Information.....	Slide 74

Creating CDASS Services on a PAR.

There are two areas of CDASS Services that are needed to be completed for a client to receive these services on a waiver program PAR:

1. **CDASS Task Worksheet (WS)**: This is where the user will enter the minutes per week for various activities under Personal Care, Health Maintenance, Enhanced Homemaker and Homemaker.
2. **CDASS Allocation**: This is where the user will attach the CDASS Task Worksheet and create service allocations for the PPA cert span.



CDASS Task Worksheet

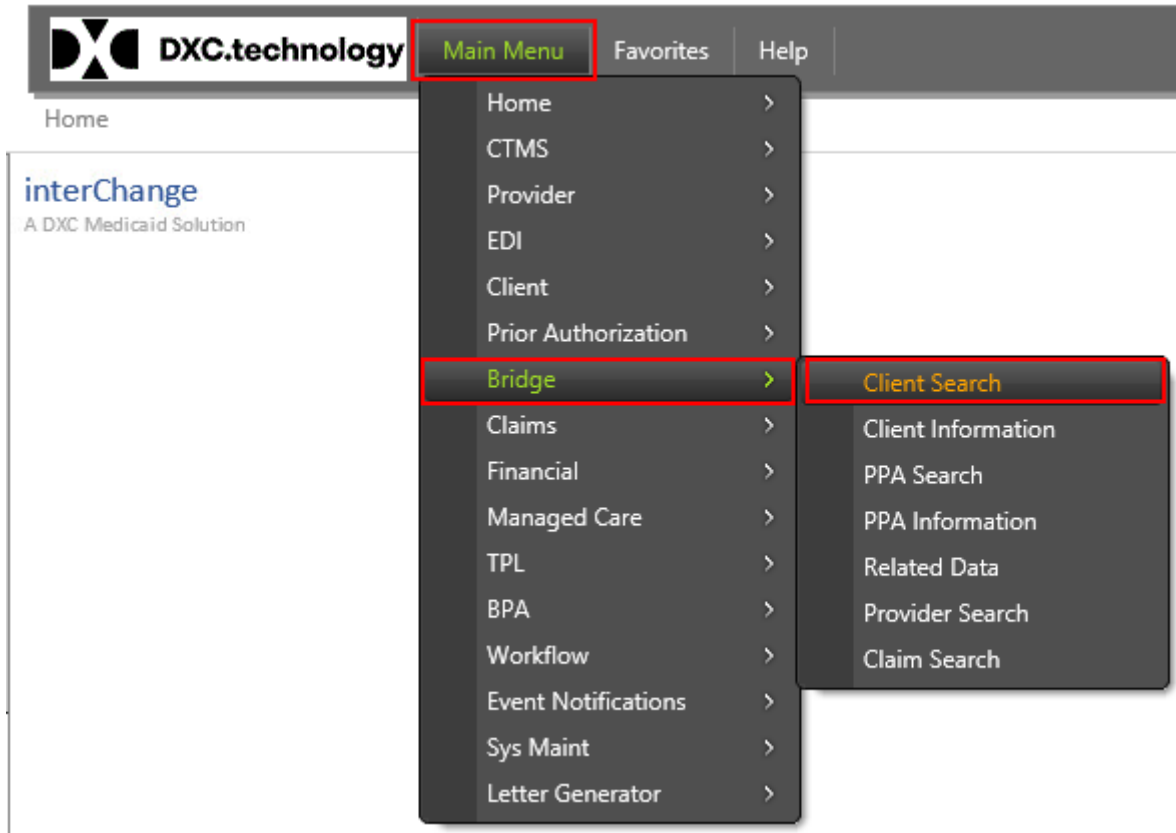
Use these instructions to enter a CDASS Task Worksheet in the Bridge. This panel is located under the Client Information section of the Bridge.

Note: if your client has an existing CDASS PAR keyed by the LTHH inbox, STOP! You may only add a Task Worksheet for the next certification period.

Creating a CDASS Task Worksheet

Step 1. Search for the client

Under Main Menu select the Bridge application and then select Client Search.



Creating a CDASS Task Worksheet

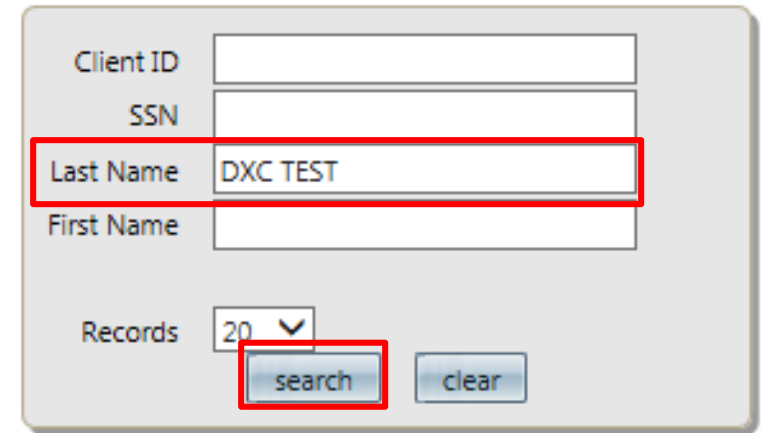
Step 2: Search for applicant in the Bridge.

Enter information to find a client's record

Don't have to use all search fields (at least 1):

- Client ID – Medicaid Client ID
- SSN – Client's Social Security Number
 - Enter the number with or without the dashes
- Last Name – User can enter full or partial last name
 - Recommended to enter the full name to reduce the number of records returned
- First Name - User can enter full or partial first name
 - At least 2 characters of the Last Name is needed
- Records – Search records are defaulted to 20 results
 - User can select to have 5, 10, 20, 50 or 100 records show

Press Search



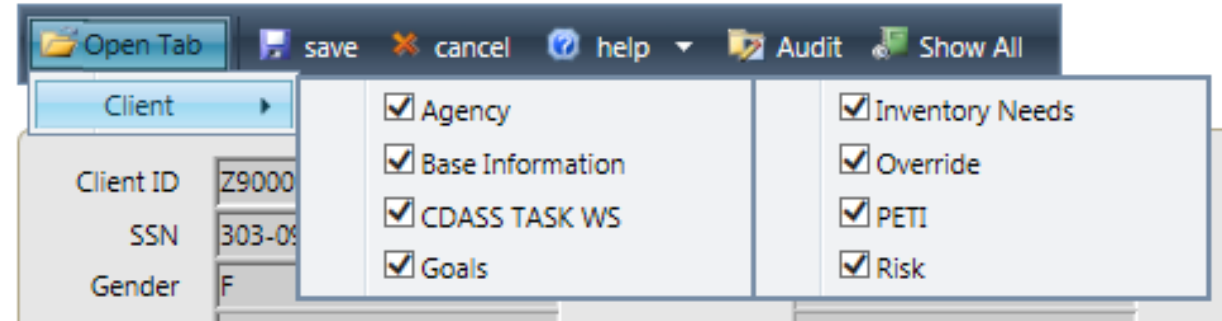
The screenshot displays a search form with the following elements:

- Client ID:
- SSN:
- Last Name: (highlighted with a red box)
- First Name:
- Records: (dropdown menu)
- Buttons: (highlighted with a red box) and

Creating a CDASS Task Worksheet (Details)

Step 3. Creating a worksheet

- Display CDASS Task Worksheet (if not already visible)
 - Click open tab and go to client and select.
 - Check CDASS Task WS.



- If you only want to display the panel for the current session, click on the word next to a checkbox.

- ***Note:** Checking a box will keep that panel displayed for future sessions.

Creating a CDASS Task Worksheet (Details)

Step 4. Select CDASS Task Worksheet tab on the panel.

Locate the CDASS Task WS panel

The screenshot displays a software interface with a client information panel and a CDASS Task Worksheet tab. The client information panel includes fields for Client ID, SSN, Gender, Birth Date, Death Date, Age, Race, Ethnicity, Language, County, Name, Address, City, State, ZIP, ZIP+4, Phone, and Add Phone. The CDASS Task Worksheet tab is highlighted with a red box and contains a table with columns for Homemaker, Norm, Min/Wk, Enhanced Homemaker SLS Only, and another Norm/Min/Wk set.

Homemaker	Norm	Min/Wk	Enhanced Homemaker SLS Only	Norm	Min/Wk
Floor Care	15min/room		Habilitative	IND	
Bathroom	45min/wk		Extraordinary	IND	

Creating a CDASS Task Worksheet (Details)

Step 5. Fill in worksheet.

- Click the add button at the bottom of the page.
- Enter CDASS start & end date.

The screenshot shows a software interface for creating a CDASS Task Worksheet. At the top, there are several tabs: 'Base Information', 'Agency', 'CDASS TASK WS', 'Goals', 'Inventory Needs', 'Override', 'Risk', and 'PETI'. The 'CDASS TASK WS' tab is active. Below the tabs, there are two input fields for 'Start Date of CDASS' and 'End Date of CDASS', both with calendar icons. A red box highlights these fields, and a red arrow points to the 'Start Date of CDASS' field. The main area of the worksheet is a table with columns for 'Homemaker', 'Norm', 'Min/Wk', 'Enhanced Homemaker SLS Only', 'Norm', 'Min/Wk', and 'Persona'. The table contains several rows of tasks with their respective durations and weekly minimums. At the bottom of the table, there are two 'Total Hrs/Wk' fields. A red box highlights the 'add' button at the bottom right of the interface, with a red arrow pointing to it.

Homemaker	Norm	Min/Wk	Enhanced Homemaker SLS Only	Norm	Min/Wk	Persona
Floor Care	15min/room		Habilitative	IND		
Bathroom	45min/wk		Extraordinary	IND		Respiratory Assi
Kitchen	35min/wk					Skin Care Mainte
Trash	35min/wk					Bladder/
Meal Prep	420min/wk					Hy
Dishwashing	140min/wk					Dr
Bed making	35min/wk					Tra
Laundry	20min/load					M
Dusting	30min/wk					Positi
	(BI, CMHS, SCI EBD Only)					Medication Rem
Shopping	120min/wk					Medical Equip
						B:
						Accompa
						(BI, CMHS, SCI, EBD
						Protective Ove
						(SLS
						Money Manag
						Menu Planr
						Grocery Sho
	Total Hrs/Wk			Total Hrs/Wk		

Creating CDASS Task Worksheet (Details)

Step 6. Complete Worksheet

- Enter the number of minutes per activity.
- Hit the calculate button.
- Total Hrs/Wk will display at the bottom of each section
- Verify calculations are correct.

***Note: Total Hrs/Wk round up to the quarter of an hour**

The screenshot shows the 'CDASS TASK WS' window with the following data:

Homemaker	Norm	Min/Wk	Enhanced Homemaker SLS Only	Norm	Min/Wk
Floor Care	15min/room	75	Habilitative	IND	0
Bathroom	45min/wk	45	Extraordinary	IND	0
Kitchen	35min/wk	35			
Trash	35min/wk	35			
Meal Prep	420min/wk	0			
Dishwashing	140min/wk	0			
Bed making	35min/wk	35			
Laundry	20min/load	20			
Dusting	30min/wk	30			
Shopping	(BI, CMHS, SCI EBD Only) 120min/wk	0			

At the bottom, there are two 'Total Hrs/Wk' input fields, both currently set to 0. A red arrow points to the 'calculate' button.

The screenshot shows the results of the calculation:

- The first 'Total Hrs/Wk' field now displays 4.75.
- The second 'Total Hrs/Wk' field remains at 0.
- The 'calculate' button is still visible.

Creating CDASS Task Worksheet (Details)

Step 7. Save worksheet

- Hit the save button at the top of the screen.
- Calculations will only show on the data panel.

The screenshot shows the CDASS software interface. At the top, a toolbar contains buttons for 'Open Tab', 'save', 'cancel', 'help', 'Audit', and 'Show All'. The 'save' button is highlighted with a red box and a red arrow. Below the toolbar is a message bar with a green checkmark and the text 'Base Information - Save was Successful'. The main area contains a form with the following fields:

Client ID	Z900067	Name	DXC TEST, HAYLE L	Active	Active
SSN	303-09-0067	Address	1560 BROADWAY	Benefit Plan	TXIX 01/01/2019-12/31/2299
Gender	F	Address 2		Home Lvg Score	0
Birth Date	03/19/1999	Address 3		Comm Lvg Score	0
Death Date		City	PUEBLO	Hith & Safety Score	0
Age	20	State	CO	Med Needs Score	0
Race	2 - White	ZIP	81003	Behavioral Needs Score	0
Ethnicity	00 Not Applicable	ZIP+4	1349	SIS Survey Date	1/1/0001 12:00:00 AM
Language	ENG - English	Phone	(281)826-8787	Calc DD Level	
County	Pueblo	Phone Type	Home	Calc SLS Level	
		Add Phone	(000)000-0000		
		Add Type			

At the bottom of the screen, there is a table for 'Homemaker' tasks:

Homemaker	Norm	Min/Wk	Enhanced Homemaker SLS Only	Norm	Min/Wk
Floor Care	15min/room	75	Habilitative	IND	0
Bathroom	45min/wk	45	Extraordinary	IND	0

Creating CDASS Task Worksheet (Details)

Step 7. Complete Worksheet. (cont'd)

- Scrolling down will take you to the completed data panel.
- The data panel at the bottom displays the information for the CDASS Task WS.
- To view all data elements use the scroll bar and slide to the right.

***Note** Hours are rounding to the quarter of an hour based on calculations provided by HCPF.

Total Hrs/Wk		4.75		Total Hrs/Wk					
Update No.	Start Date of CDASS	End Date of CDASS	FloorCare	Bathroom	Kitchen	Trash	MealPrep	Dishwashing	BedMaking
1	03/01/2019	04/30/2019	75	45	35	35	0	0	35
Laundry	Dusting	Shopping	Homemaker Hours	Habilitative	Extraordinary	Enhanced Homemaker Hours	Eating	Respiratory	
20	30	0	4.75	0	0	0.00	0	0	
Skincare	Bladder	Hygiene	Dressing	Transfers	Mobility	Positioning	Medication	Equipment	Bathing
0	0	0	0	0	0	0	0	0	0
Accompanying	Protectiveoversight	MoneyManagement	Groceryshopping	PersonalCare Hours	Skincare	Nailcare			
0	0	0	0	0.00	0	0			
Mouthcare	HealthDressing	HealthFeeding	Exercise	HealthTransfers	HealthBowel	HealthBladder	MedicalManagement		
0	0	0	0	0	0	0	0		
Respiratory Care	MedicationAssistance	HealthBathing	Health Maintenance Hours	Positioning	Mobility	Accompanying			
0	0	0	0.00	0	0	0			



Creating a CDASS Allocation

Use these instructions to create the CDASS Allocation in the Bridge.

Note: There must be a CDASS Task Worksheet generated prior to creating an allocation.

Creating a CDASS Allocation (Details).

Step 1. Create a PPA

- Select the Bridge from Main Menu
- Select PPA information

The screenshot displays the DXC technology web application interface. The top navigation bar includes the DXC technology logo, a 'Main Menu' button (highlighted with a red box), 'Favorites', and 'Help'. Below the navigation bar, the page content area shows 'interChange A DXC Medicaid Solution'. A dropdown menu is open from the 'Main Menu' button, listing various options: Home, CTMS, Provider, EDI, Client, Prior Authorization, Bridge (highlighted with a red box), Claims, Financial, Managed Care, TPL, BPA, Workflow, Event Notifications, Sys Maint, and Letter Generator. A secondary dropdown menu is open from the 'Bridge' option, listing: Client Search, Client Information, PPA Search, PPA Information (highlighted with a red box), Related Data, Provider Search, and Claim Search.

Creating a CDASS Allocation (Details).

Step 2. Fill out Base Information

- Select base information panel

The screenshot displays a web application interface for creating a CDASS Allocation. At the top, there is a menu bar with options: Open Tab, save, cancel, new, help, Audit, and Show All. Below the menu is a large form titled "Base Information" (highlighted with a red box in the bottom view). The form is divided into two columns of input fields. The left column includes: MMIS PA Number, Bridge PPA Number (0), PA Status (IN ACTIVE), Process Status (Work In Progress), Amendment Status, Process Status Date, Selected Benefit Plan, Provider ID (63407752), Current Benefit Plan, and Claims Activity (checkbox). The right column includes: Client ID, Client Last Name, Client First Name, Client Birth Date, Support Level, Receive Alert (NO), Cert Start Date, Cert End Date, Authorized SPAL/CES Limit (\$0.00), Total SPAL/CES Spend (\$0.00), HCBS AVG Daily Cost (\$0.00), LTHH AVG Daily Cost (\$0.00), and Total AVG Daily Cost (\$0.00). At the bottom of the form are buttons for Sync, Check Limits, Submit PPA, Delete, and Print. Below the main form is a secondary view showing a tabbed interface with "Base Information" selected. This view includes MMIS PA Number, Bridge PPA Number (0), Client ID* (with a Search button), and Client Last Name.

Creating a CDASS Allocation (Details).

Step 3. Client Search

- Select the search button next to Client ID box at the bottom of the page.

The screenshot displays a software interface for managing CDASS allocations. At the top, there is a menu bar with options: Open Tab, save, cancel, new, help, Audit, and Show All. The main form is divided into two columns of input fields. The left column includes: MMIS PA Number, Bridge PPA Number (0), PA Status (IN ACTIVE), Process Status (Work In Progress), Amendment Status, Process Status Date, Selected Benefit Plan, Provider ID (63407752), Current Benefit Plan, and Claims Activity (checkbox). The right column includes: Client ID, Client Last Name, Client First Name, Client Birth Date, Support Level, Receive Alert (NO), Cert Start Date, Cert End Date, Authorized SPAL/CES Limit (\$0.00), Total SPAL/CES Spend (\$0.00), HCBS AVG Daily Cost (\$0.00), LTHH AVG Daily Cost (\$0.00), and Total AVG Daily Cost (\$0.00). Below these fields are buttons for Sync, Check Limits, Submit PPA, Delete, and Print. At the bottom, a tabbed interface shows 'Base Information', 'Attachments', 'External Text', 'Internal Text', 'Claim List', 'Messages', and 'CDASS Allocation'. The 'CDASS Allocation' tab is active, showing MMIS PA Number, Bridge PPA Number (0), Client ID* (with a red box around the input field and a Search button), and Client Last Name.

Creating a CDASS Allocation (Details).

Step 4. Select Client

- A Client ID box will open
- Enter in the Client ID# or other client criteria to search
- Hit Search
- Select Client from results list

The screenshot displays a web application interface for creating a CDASS Allocation. At the top, there are several tabs: Base Information, Attachments, External Text, Internal Text, Claim List, Messages, and CDASS Allocation. Below the tabs, there are input fields for 'MMIS PA Number' and 'Client ID*', with a 'Search' button next to the Client ID field. A 'Client ID' dialog box is open, showing a search form with fields for 'Client ID' (containing 'Z900067'), 'Last Name', 'First Name', and 'SSN'. A 'search' button and a 'clear' button are also present. Below the search form is a table with the following data:

Client ID	First Name	Last Name	DOB	SSN
Z900067	HAYLE	DXC TEST	19990319	303090067

Creating a CDASS Allocation (Details).

Step 5. Enter Certification Dates

- The client's information will populate in the box under the base information tab
- Select desired benefit plan
- Enter certification start and end date
- Hit save at the top of the page

MMIS PA Number: [] Client ID: Z900067
 Bridge PPA Number: 154095 Client Last Name: DXC TEST
 PA Status: IN ACTIVE Client First Name: HAYLE
 Process Status: WORK IN PROGRESS Client Birth Date: 03/19/1999
 Amendment Status: [] Support Level: []
 Process Status Date: 11/04/2019 Receive Alert: NO
 Selected Benefit Plan: HCBS-Elderly, Blind and Disabled (EBD) Cert Start Date: 03/01/2019
 Provider ID: 63407752 Cert End Date: 04/30/2019
 Current Benefit Plan: TXIX 01/01/2019-12/31/2299
 Claims Activity:

Authorized SPAL/CES Limit: \$0.00
 Total SPAL/CES Spend: \$0.00
 HCBS AVG Daily Cost: \$0.00
 LTHH AVG Daily Cost: \$0.00
 Total AVG Daily Cost: \$0.00

Buttons: Sync, Check Limits, Submit PPA, Delete, Print

Base Information | Attachments | External Text | Internal Text | Claim List | Messages | CDASS Allocation

MMIS PA Number: [] Client ID: Z900067 [Search]
 Bridge PPA Number: 154095 Client Last Name: DXC TEST
 PA Status: INACTIVE Client First Name: HAYLE
 Process Status: Work In Progress DOB: 03/19/1999
 Amendment Status: [] Support Level: []
 Process Status Date: 11/04/2019 Receive Alert: NO
 Choose Benefit Plan: 254 - HCBS-Elderly, Blind and Disabled (EBD) Cert Start Date: 3/1/2019
 Provider ID: 63407752 Cert End Date: 4/30/2019

Authorized SPAL/CES Limit: \$0.00
 Total SPAL/CES Spend: \$0.00
 HCBS AVG Daily Cost: \$0.00
 LTHH AVG Daily Cost*: 0.0
 Total AVG Daily Cost: \$0.00



Message Description	Panel	Field	Row
Save was successful	Base Information		

Creating a CDASS Allocation (Details).

Step 6. Select Allocation Tab

- Select the CDASS Allocation tab
- Select add

Please complete the Affirmation form Below
Please note you will not be allowed to proceed unless you respond YES to each and then your affirmation will be recorded

Please Affirm : have you received the completed CDASS Physician Attestation of Consumer Capacity indicating the client is in stable health?

Please Affirm : (if the Client has A/I) have you received the completed Authorized representative Screen and Questionnaire form? Yes N/A

Please Affirm : (if the Client has A/I) have you received the completed Authorized representative Designation and Affidavit form? Yes N/A

Please Affirm : have you completed the CDASS Task Worksheet?

Please Affirm : have you received the completed Client(Authorized representative responsibilities form)?

Please Affirm : have you approved the client's Attendant Support Management Plan(ASMP)?

Case Manager Signature: _____ Sign

By selecting 'Sign', you are confirming the Affirmation form is completed.

Available CDASS Task Worksheets*

CDASS Effective Date

CDASS End Date

Days in CDASS Period

Months in CDASS Period

CDASS Weekly Hours of Service

Homemaker

Personal Care

Enhanced Homemaker

Health Maintenance

CDASS Monthly Allocation

Homemaker

Personal Care

Enhanced Homemaker

Total Allocated Against SPAL

Health Maintenance

CDASS Total Monthly Allocation

CDASS Yearly Allocation

Yearly (Allocated against SPAL)

Yearly (Outside of SPAL Allocation)

Total Yearly Allocation

CDASS Daily Rate

Daily Rate (Allocated against SPAL)

Daily Rate (Outside of SPAL Allocation)

CDASS Daily Rate

Calculate Sync delete **add**

Creating a CDASS Allocation (Details)

Step 7. Fill in Allocation

- Select all relevant tabs on Affirmation form on top.
- Hit the sign tab and your name and date will populate.
- Select available CDASS worksheet in the drop down.

(It will not display if there are no worksheets available)

Case Manager Signature

By selecting 'Sign', you are confirming the Affirmation form is completed.

Available CDASS Task Worksheets*

- Hit calculate
- Panel will populate with totals

Base Information | Line Item | Attachments | External Test | Internal Test | Claim List | Messages | **CDASS Allocation**

Please complete the Affirmation form Below
Please note you will not be allowed to proceed unless you respond YES to each and then your affirmation will be recorded

Please Affirm: have you received the completed CDASS Physician Attestation of Consumer Capacity indicating the client is in stable health?

Please Affirm: (if the Client has AR) have you received the completed Authorized representative Screen and Questionnaire form? Yes N/A

Please Affirm: (if the Client has AR) have you received the completed Authorized representative Designation and Affidavit form? Yes N/A

Please Affirm: have you completed the CDASS Task Worksheet?

Please Affirm: have you received the completed Client/Authorized representative responsibilities form?

Please Affirm: have you approved the client's Attendant Support Management Plan(ASMP)?

Case Manager Signature

By selecting 'Sign', you are confirming the Affirmation form is completed.

Available CDASS Task Worksheets*

CDASS Effective Date

CDASS End Date

Days In CDASS Period

Months In CDASS Period

CDASS Weekly Hours of Service

Homemaker

Personal Care

Enhanced Homemaker

Health Maintenance

CDASS Monthly Allocation

Homemaker

Personal Care

Enhanced Homemaker

Total Allocated Against SPAL

Health Maintenance

CDASS Total Monthly Allocation

CDASS Yearly Allocation

Yearly (Allocated against SPAL)

Yearly (Outside of SPAL Allocation)

Total Yearly Allocation

CDASS Daily Rate

Daily Rate (Allocated against SPAL)

Daily Rate (Outside of SPAL Allocation)

CDASS Daily Rate

Line Number	CDASS Effective Date	CDASS End Date	Days In CDASS Period	Months In CDASS Period	Homemaker	Enhanced Homemaker	Personal Care	Health Maintenance	Homemaker	Enhanced Homemaker	Personal Care	Total Allocated
0	03/01/2019	04/30/2019	61	2.000000000	12.00	0.00	0.00	0.00	\$743.90	\$0.00	\$0.00	

Creating a CDASS Allocation (Details)

Step 8. Saving the CDASS Allocation

- Select save at the top of the page.
- Allocation is saved.
- Calculations are displayed on the data panel below.

Message Description Panel Field Row
 Save was successful Base Information

MMIS PA Number [] Client ID Z900067
 Bridge PPA Number 154095 Client Last Name DXC TEST
 PA Status INACTIVE Client First Name HAYLE
 Process Status WORK IN PROGRESS Client Birth Date 03/19/1999
 Amendment Status [] Support Level []
 Process Status Date 11/04/2019 Receive Alert NO
 Selected Benefit Plan HCBS-Elderly, Blind and Disabled (EBD) Cert Start Date 03/01/2019
 Provider ID 63407752 Cert End Date 04/30/2019
 Current Benefit Plan TXIX 01/01/2019-12/31/2299 Authorized SPAL/CES Limit \$0.00
 Claims Activity Total SPAL/CES Spend \$0.00
 HCBS AVG Daily Cost \$0.00
 LTHH AVG Daily Cost \$0.00
 Total AVG Daily Cost \$0.00

Buttons: Sync, Check Limits, Submit PPA, Delete, Print

CDASS Daily Rate \$24.39
 Buttons: Calculate, Sync, delete, add

Line Number	CDASS Effective Date	CDASS End Date	Days In CDASS Period	Months In CDASS Period	Homemaker	Enhanced Homemaker	Personal Care	Health Maintenance	Homemaker	Enhanced Homemaker
1	03/01/2019	04/30/2019	61	2.00000000	12.00	0.00	0.00	0.00	\$743.90	\$0.00

Personal Care	Total Allocated Against SPAL	Health Maintenance	CDASS Total Monthly Allocation	Yearly (Allocated against SPAL)	Yearly (Outside of SPAL Allocation)	CDASS Daily Rate
\$0.00	\$0.00	\$0.00	\$743.90	\$0.00	\$1,487.79	\$24.39



Add a CDASS line item.

Use these instructions to add the CDASS line items on a new PAR (T2025, T2040, etc.)

Adding CDASS services to a line item(Details)

Step 1. Add a line Item

- Select the line item tab.
- Hit add.

The screenshot shows a software interface with a tabbed menu at the top. The 'Line Item' tab is selected and highlighted with a red box and a red arrow pointing to it. Below the tabs, there is a form for adding a line item. The form is divided into several sections: 'Line' (with fields for Rendering Provider ID, Provider Name, Service, Service Description, Additional Service Description, Units, Dollars, Eff Date, End Date, Balance Units, Balance Dollars, Quantity Used Dollars, Quantity Used Units, Claims First Paid Date, Claims Last Paid Date, Receive Alert?, Alert Threshold, Status, Payment Method, and Claims Activity), 'Activities Of' (with checkboxes for Bathing, Dressing, Toileting, Mobility, Transferring, Eating, Supervision, and Memory/Cognition), 'Instrumental Activities of' (with checkboxes for Hygiene, Medication Management, Transportation, Money Management, Shopping, Meal Preparation, Laundry, Accessing Resources, and House Work), and 'Frequency Calculator' (with fields for Unit Value, No. Days/Hrs/Trips, Days/Wk, No. of Weeks, No. of Months, Recommended Units, and Max Amount). At the bottom right of the form, there are 'delete' and 'add' buttons. The 'add' button is highlighted with a red box and a red arrow pointing to it. Below the form, there is a section for 'Goals Data' with fields for Goal Num, Goal Text, Case Manager, and Date Added, and 'delete' and 'add' buttons at the bottom right.

Adding CDASS services to a line item(Details)

Step 2. Add a CDASS Service

- Select a CDASS service from the drop down.
- Attach a goal or ADL,IADL
- Units, dollars, Eff Date and End date will auto populate from the CDASS Allocation

The screenshot displays a software interface for adding CDASS services to a line item. The interface is divided into several sections:

- Table:** A table with columns: Line, Status, Service Description, Units, Dollars, Eff Date, End Date, ADL, IADL. Row 01: T2025 -CDASS Services U1, 148779.000, \$0.01, N, N.
- Form Fields:**
 - Line: 01
 - Rendering Provider ID: [input]
 - Provider Name: [input]
 - Service: T2025 -CDASS Services U1 (dropdown)
 - Service Description: T2025 -CDASS Services U1
 - Additional Service Description: [input]
 - Units: 148779
 - Dollars: \$0.01
 - Eff Date: 3/1/2019
 - End Date: 4/30/2019
 - Balance Units: 0
 - Balance Dollars: \$0.0
 - Quantity Used Dollars: \$0.0
 - Quantity Used Units: 0
 - Claims First Paid Date: N/A
 - Claims Last Paid Date: N/A
 - Receive Alert?: NO
 - Alert Threshold: 50%
 - Status: [input]
 - Payment Method: Play Unit Fee Price w/Unit Lim
 - Claims Activity: [input]
- Activities of Daily Living (ADL) and Instrumental Activities of Daily Living (IADL):** A section with checkboxes for various activities.
 - Daily Living:** Bathing (checked), Dressing, Toileting, Mobility, Transferring, Eating, Supervision, Memory/Cognition.
 - Instrumental Activities of Daily Living:** Hygiene, Medication Management, Transportation, Money Management, Shopping, Meal Preparation, Laundry, Accessing Resources, House Work.
- Frequency Calculator:** Unit Value, No. Days/Hrs/Trips, Days/Wk, No. of Weeks, No. of Months, Recommended Units, Max Amount.
- Goals Data:** A section with fields for Goal Num, Goal Text, Care Manager, and Date Added.

Adding CDASS services to a line item(Details)

Step 3. Save Line Item

- Hit save.
- Service is displayed in the panel.
- Verify data is correct.

Message Description	Panel	Field	Row
Save was successful	Base Information		

MMIS PA Number		Client ID	Z900067
Bridge PPA Number	154095	Client Last Name	DXC TEST
PA Status	INACTIVE	Client First Name	HAYLE
Process Status	WORK IN PROGRESS	Client Birth Date	03/19/1999
Amendment Status		Support Level	
Process Status Date	11/04/2019	Receive Alert	NO
Selected Benefit Plan	HCBS-Elderly, Blind and Disabled (EBD)	Cert Start Date	03/01/2019
Provider ID	63407752	Cert End Date	04/30/2019
Current Benefit Plan	TXIX 01/01/2019-12/31/2299	Authorized SPAL/CES Limit	\$0.00
Claims Activity	<input type="checkbox"/>	Total SPAL/CES Spend	\$0.00
		HCBS AVG Daily Cost	\$24.39
		LTHH AVG Daily Cost	\$0.00
		Total AVG Daily Cost	\$24.39

Line	Status	Service Description	Units
01		T2025 -CDASS Services U1	148779.000

Dollars	Eff Date	End Date	ADL	IADL
\$0.01	03/01/2019	04/30/2019	Y	N

Adding CDASS services to a line item(Details)

Step 4. Add FMS Vendor Fees and other services

- Add FMS Vendor Fee service from the drop down.
- Enter units.
- Enter rate in dollars (this should be the rate per month)
- Enter effective and end date.
- Hit save at the top of the page.
- Add additional services as needed to finish the PPA
- ***Note:** No ADL, IADL or goal is needed for this service.

Message Description Panel Field Row

Save was successful Base Information

Line	Status	Service Description	Units	Dollars	Eff Date	End Date	ADL	IADL
01	INACTIVE	T2025 -CDASS Services U1	148779.000	\$0.01	03/01/2019	04/30/2019	Y	N
02	INACTIVE	T2040 -FMS Vendor Fees U1	2.000	\$103.21	03/01/2019	04/30/2019	N	N

Base Information Line Item Attachments External Text Internal Text Claim List Messages CDASS Allocation

Line: 02
 Rendering Provider ID: [Search]
 Provider Name: [Search]
 Service: T2040 -FMS Vendor Fees U1
 Service Description: T2040 -FMS Vendor Fees U1
 Additional Service Description: [Text]
 Units: 2.000
 Dollars: \$103.21
 Eff Date: 3/1/2019
 End Date: 4/30/2019
 Balance Units: 0
 Balance Dollars: \$0.0
 Quantity Used Dollars: \$0.0
 Quantity Used Units: 0
 Claims First Paid Date: N/A
 Claims Last Paid Date: N/A
 Receive Alert?: N
 Alert Threshold: 90%
 Status: INACTIVE
 Payment Method: Pay Unit Fee Price w/Unit Lrr
 Claims Activity: []

Activities Of Daily Living:
 Bathing []
 Dressing []
 Toileting []
 Mobility []
 Transferring []
 Eating []
 Supervision []
 Memory/Cognition []

Instrumental Activities of Daily Living:
 Hygiene []
 Medication Management []
 Transportation []
 Money Management []
 Shopping []
 Meal Preparation []
 Laundry []
 Accessing Resources []
 House Work []

Frequency Calculator
 Unit Value: Month
 No. Days/Hrs/Trips: 0
 Days/Wk: []
 No. of Weeks: []
 No. of Months: []
 Recommended Units: 0
 Max Amount: 0

---Goals Data---
 *** No rows found ***

Goal Num: []
 Goal Text: []
 Case Manager: []
 Date Added: []

Adding CDASS services to a line item(Details)

Step 5. Submit PAR

- Hit check limits
- Resolve any issues or error messages if applicable
- Submit PPA
- PAR status will be displayed in data panel.

Message Description Panel Field Row
PPA is now awaiting system submission to PA. Base Information

MMIS PA Number [] Client ID Z900067
 Bridge PPA Number 154095 Client Last Name DXC TEST
 PA Status APPROVED Client First Name HAYLE
 Process Status **SUBMITTED TO IC** Client Birth Date 03/19/1999
 Amendment Status [] Support Level []
 Process Status Date 11/04/2019 Receive Alert NO
 Selected Benefit Plan HCBS-Elderly, Blind and Disabled (EBD) Cert Start Date 03/01/2019
 Provider ID 63407752 Cert End Date 04/30/2019
 Current Benefit Plan TXIX 01/01/2019-12/31/2299 Authorized SPAL/CES Limit \$0.00
 Claims Activity Total SPAL/CES Spend \$0.00
 HCBS AVG Daily Cost \$27.77
 LTHH AVG Daily Cost \$0.00
 Total AVG Daily Cost \$27.77

Buttons: Sync, Check Limits, Submit PPA, Delete, Print

Line	Status	Service Description	Units	Dollars	Eff Date	End Date	ADL	IADL
01	APPROVED	T2025 -CDASS Services U1	148779.000	\$0.01	03/01/2019	04/30/2019	Y	N
02	APPROVED	T2040 -FMS Vendor Fees U1	2.000	\$103.21	03/01/2019	04/30/2019	N	N



Revising a CDASS Task Worksheet.

Use these instructions when correcting an existing task worksheet prior to an allocation being created.

Note: A task worksheet cannot be revised after an allocation has been created and PPA has been submitted. Only the end date is editable.

Revising a CDASS Task Worksheet, Allocation and Line Item.

Correcting a CDASS Task WS Before an Allocation is added –

Steps 1.

- Select the CDASS Task WS panel from under Client Information
- Highlight the desired CDASS Task WS from the data list at the bottom of the panel
- Make the necessary corrections.
- Hit calculate and Save

***Note:** If you want to start over hit delete and save. Refer back to slides 9-16 on creating a CDASS Task WS.

Homemaker	Norm	Min/Wk
Floor Care	15min/room	75
Bathroom	45min/wk	45
Kitchen	35min/wk	35
Trash	35min/wk	35
Meal Prep	420min/wk	0
Dishwashing	140min/wk	0
Bed making	35min/wk	35
Laundry	20min/load	20
Dusting	30min/wk	30
(BI, CMHS, SCI EBD Only)		
Shopping	120min/wk	0
Total Hrs/Wk		4.75

Update No.	Start Date of CDASS	End Date of CDASS	FloorCare	Bathroom	Kitchen	Trash	MealPre
1	03/01/2019	04/30/2019	75	45	35	35	

Homemaker	Norm	Min/Wk
Floor Care	15min/room	100
Bathroom	45min/wk	200
Kitchen	35min/wk	300
Trash	35min/wk	35
Meal Prep	420min/wk	0
Dishwashing	140min/wk	0
Bed making	35min/wk	35
Laundry	20min/load	20
Dusting	30min/wk	30
(BI, CMHS, SCI EBD Only)		
Shopping	120min/wk	0
Total Hrs/Wk		12

Update No.	Start Date of CDASS	End Date of CDASS	FloorCare	Bathroom	Kitchen	Trash
1	03/01/2019	04/30/2019	100	200	300	35



Revising CDASS PAR for an EBD Client

Use these instructions to complete a revision to an existing task worksheet. For example, if a client's needs change and their task worksheet and allocation must be updated.

Revising CDASS PAR for an EBD Client

Step 1. Revise CDASS Task WS and add new Task WS

- Select corresponding worksheet
- End date it
- Hit save.

The screenshots show the 'CDASS TASK WS' interface. The 'End Date of CDASS' field is highlighted in red in both. The task list includes: Floor Care, Bathroom, Kitchen, Trash, Meal Prep, Dishwashing, Bed making, Laundry, Dusting, and Shopping. The 'Total Hrs/Wk' is 12.00.

Update No.	Start Date of CDASS	End Date of CDASS	FloorCare	Bathroom	Kitchen	Trash
1	03/01/2019	04/30/2019	100	200	300	35

Update No.	Start Date of CDASS	End Date of CDASS	FloorCare	Bathroom	Kitchen	Trash
1	03/01/2019	03/31/2019	100	200	300	35

Revising CDASS PAR for an EBD Client

Step 2. Add CDASS Task WS

- Add a new task worksheet (refer back to slide 9,10)
- Hit Save
- CDASS changes will show on the panel.

***Note:** Revised CDASS Task WS start date cannot overlap with prior end date.

Base Information Agency CDASS TASK WS Goals Inventory Needs Override Risk PETI

Start Date of CDASS 4/1/2019
End Date of CDASS 4/30/2019

Homemaker	Norm	Min/Wk	Enhanced Homemaker SLS Only	Norm	Min/Wk
Floor Care	15min/room	<input type="text" value="25"/>	Habilitative	IND	<input type="text" value="0"/>
Bathroom	45min/wk	<input type="text" value="50"/>	Extraordinary	IND	<input type="text" value="0"/>
Kitchen	35min/wk	<input type="text" value="75"/>			
Trash	35min/wk	<input type="text" value="100"/>			
Meal Prep	420min/wk	<input type="text" value="101"/>			
Dishwashing	140min/wk	<input type="text" value="102"/>			
Bed making	35min/wk	<input type="text" value="103"/>			
Laundry	20min/load	<input type="text" value="104"/>			
Dusting	30min/wk	<input type="text" value="105"/>			
Shopping	(BI, CMHS, SCI EBD Only) 120min/wk	<input type="text" value="0"/>			
Total Hrs/Wk		<input type="text" value="12.75"/>	Total Hrs/Wk		<input type="text" value="0.00"/>

calculate Print

Update No.	Start Date of CDASS	End Date of CDASS	FloorCare	Bathroom	Kitchen	Trash	MealPrep	Dishwashing	BedMaking	Laundry	Dusting	Shopping
1	03/01/2019	03/31/2019	100	200	300	35	0	0	35	20	30	0
2	04/01/2019	04/30/2019	25	50	75	100	101	102	103	104	105	0

Revising CDASS PAR for an EBD Client

3. Updating the CDASS Allocation

- Locate the desired PAR
 - Do not select “sync” under base information panel if message populates when accessing desired PAR
- Select the Allocation tab
- Select the last CDASS Allocation
- A message will populate that a change was made to CDASS Task WS.
- Hit OK

The screenshot shows a web-based form for updating CDASS allocation. A red box highlights a warning message: "Message from webpage: There is a change in Work Sheet Dates and (or) Total Hours of the CDASS Task Ws. Please hit sync to finish the syncing allocation and Line Items." The form includes fields for Case Manager Signature, Affirmations, and various allocation metrics.

Line Number	CDASS Effective Date	CDASS End Date	Days In CDASS Period	Months In CDASS Period	Homemaker	Enhanced Homemaker	Personal Care	Health Maintenance	Homemaker	Enhanced Homemaker	Personal Care	Total Allocated Against SPAL	Health Maintenance	CDASS Total
1	03/01/2019	04/30/2019	61	2,000,000,000	12.00	0.00	0.00	0.00	\$743.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Revising CDASS PAR for an EBD Client

4. Sync Allocation

- Hit Sync
- Hit Save.
- **Note:** Only sync CDASS changes in allocation tab.

Open Tab save cancel new help

Message Description	Panel	Field	Row
Save was successful	Base Information		

Case Manager Signature [] Sign

By selecting 'Sign', you are confirming the Affirmation form is completed.

Available CDASS Task Worksheets* []

CDASS Effective Date 03/01/2019

CDASS End Date 03/31/2019

Days In CDASS Period 31

Months In CDASS Period 1.000000000

CDASS Weekly Hours of Service

Homemaker	12.00
Personal Care	0.00
Enhanced Homemaker	0.00
Health Maintenance	0.00

CDASS Monthly Allocation

Homemaker	\$756.09
Personal Care	\$0.00
Enhanced Homemaker	\$0.00
Total Allocated Against SPAL	\$0.00
Health Maintenance	\$0.00

CDASS Total Monthly Allocation \$756.09

CDASS Yearly Allocation

Yearly (Allocated against SPAL)	\$0.00
Yearly (Outside of SPAL Allocation)	\$756.09
Total Yearly Allocation	\$756.09

CDASS Daily Rate

Daily Rate (Allocated against SPAL)	\$0.00
Daily Rate (Outside of SPAL Allocation)	\$24.39
CDASS Daily Rate	\$24.39

Calculate Sync delete add

Line Number	CDASS Effective Date	CDASS End Date	Days In CDASS Period	Months In CDASS Period	Homemaker	Enhanced Homemaker	Personal Care	Health Maintenance	Homemaker
1	03/01/2019	03/31/2019	31	1.000000000	12.00	0.00	0.00	0.00	\$756.09

Revising CDASS PAR for an EBD Client

5. Add Allocation

- Create new allocation (refer to slides 19,20)
- Calculate and Save
- Both allocations are updated in the data panel.
- **Note:** Affirmation form and Case Manager signature needs to be completed.

CDASS Effective Date	04/01/2019
CDASS End Date	04/30/2019
Days In CDASS Period	30
Months In CDASS Period	1.000000000
CDASS Weekly Hours of Service	
Homemaker	12.75
Personal Care	0.00
Enhanced Homemaker	0.00
Health Maintenance	0.00
CDASS Monthly Allocation	
Homemaker	\$777.60
Personal Care	\$0.00
Enhanced Homemaker	\$0.00
Total Allocated Against SPAL	\$0.00
Health Maintenance	\$0.00
CDASS Total Monthly Allocation	\$777.60
CDASS Yearly Allocation	
Yearly (Allocated against SPAL)	\$0.00
Yearly (Outside of SPAL Allocation)	\$777.60
Total Yearly Allocation	\$777.60
CDASS Daily Rate	
Daily Rate (Allocated against SPAL)	\$0.00
Daily Rate (Outside of SPAL Allocation)	\$25.92
CDASS Daily Rate	\$25.92

Calculate Sync delete add

Line Number	CDASS Effective Date	CDASS End Date	Days In CDASS Period	Months In CDASS Period	Homemaker	Enhanced Homemaker	Personal Care	Health Maintenance	Homemaker
1	03/01/2019	03/31/2019	31	1.000000000	12.00	0.00	0.00	0.00	\$756.09
2	04/01/2019	04/30/2019	30	1.000000000	12.75	0.00	0.00	0.00	\$777.60

Revising CDASS PAR for an EBD Client

6. Add an additional CDASS line item

- Add new CDASS services from drop down
 - Refer back to slides 28, 29 for adding lines
- It will display multiple CDASS lines
- **Note:** Line for T2040 does not need to be added or changed unless changing FMS provider with a different unit rate

Line	Status	Service Description	Units	Dollars	Eff Date	End Date	ADL	IADL
03		T2025 -CDASS Services U1	77760.000	\$0.01			N	N
01	INACTIVE	T2025 -CDASS Services U1	75609.000	\$0.01	03/01/2019	03/31/2019	Y	N
02	INACTIVE	T2040 -FMS Vendor Fees U1	2.000	\$103.21	03/01/2019	04/30/2019	N	N

Line	03	Rendering Provider ID	<input type="text"/>	Provider Name	<input type="text"/>	Service	T2025 -CDASS Services U1	Additional Service Description	<input type="text"/>	Units	77760	Dollars	\$0.01	Eff Date	4/1/2019	End Date	4/30/2019	Balance Units	0	Balance Dollars	\$0.0	Quantity Used Dollars	\$0.0	Quantity Used Units	0	Claims First Paid Date	N/A	Claims Last Paid Date	N/A	Receive Alert?	NO	Alert Threshold	90%	Status		Payment Method	Pay Unit Fee Price w/Unit Lim	Claims Activity	<input type="checkbox"/>
Activities Of	Daily Living :	Bathing	<input checked="" type="checkbox"/>	Dressing	<input type="checkbox"/>	Toileting	<input type="checkbox"/>	Mobility	<input type="checkbox"/>	Transferring	<input type="checkbox"/>	Eating	<input type="checkbox"/>	Supervision	<input type="checkbox"/>	Memory/Cognition	<input type="checkbox"/>	Instrumental Activities of	Daily Living :	Hygiene	<input type="checkbox"/>	Medication Management	<input type="checkbox"/>	Transportation	<input type="checkbox"/>	Money Management	<input type="checkbox"/>	Shopping	<input type="checkbox"/>	Meal Preparation	<input type="checkbox"/>	Laundry	<input type="checkbox"/>	Accessing Resources	<input type="checkbox"/>	House Work	<input type="checkbox"/>		
Frequency Calculator	Unit Value	<input type="text"/>	No. Days/Hrs/Trips	<input type="text"/>	Days/Wk	<input type="text"/>	No. of Weeks	<input type="text"/>	No. of Months	<input type="text"/>	Recommended Units	<input type="text"/>	Max Amount	<input type="text"/>																									

---Goals Data---

*** No rows found ***

Goal Num	<input type="text"/>	Goal Text*	<input type="text"/>	Case Manager	<input type="text"/>	Date Added	<input type="text"/>
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Revising CDASS PAR for an EBD Client

7. Merge CDASS Lines

- Hit save and line will merge into one.
- **Note:** New total units merged in line's calculation can be checked by adding the total units for each allocation line at the bottom of allocation tab.

Open Tab save cancel new help Audit Show All

Message Description Panel Field Row

Save was successful Base Information

MMIS PA Number		Client ID	Z900067
Bridge PPA Number	154095	Client Last Name	DXC TEST
PA Status	INACTIVE	Client First Name	HAYLE
Process Status	WORK IN PROGRESS	Client Birth Date	03/19/1999
Amendment Status		Support Level	
Process Status Date	11/04/2019	Receive Alert	NO
Selected Benefit Plan	HCBS-Elderly, Blind and Disabled (EBD)	Cert Start Date	03/01/2019
Provider ID	63407752	Cert End Date	04/30/2019
Current Benefit Plan	TXIX 01/01/2019-12/31/2299	Authorized SPAL/CES Limit	\$0.00
Claims Activity	<input type="checkbox"/>	Total SPAL/CES Spend	\$0.00
		HCBS AVG Daily Cost	\$28.53
		LTHH AVG Daily Cost	\$0.00
		Total AVG Daily Cost	\$28.53

Sync Check Limits Submit PPA Delete Print

Line	Status	Service Description	Units	Dollars	Eff Date	End Date	ADL	IADL
01	INACTIVE	T2025 -CDASS Services U1	153359.0000	\$0.01	03/01/2019	04/30/2019	Y	N
02	INACTIVE	T2040 -RMS Vendor Fees U1	2.000	\$103.21	03/01/2019	04/30/2019	N	N



Creating Task Worksheet, Allocation, and PAR for a (SLS Client)

Use these instructions to create a PAR for an SLS client that needs CDASS service.

Creating Task Worksheet, Allocation, and PAR for a (SLS Client)

- **Creating CDASS Task Worksheet (refer back to slides 9-16)**
- **Creating CDASS Allocation (refer back to slides 17-25)**
 - Allocation identifies total amounts separate for CDASS services against SPAL, Health Maintenance is outside of the SPAL, and total is for both.
- **Adding CDASS line item (refer back to slides 27-31)**
 - **Note:** SLS has an additional line item T2025 U8 SE for Health Maintenance to add, if services are allocated.
- **Note:** Existing PARs with agency homemaker services and/or PC cannot have overlapping dates with CDASS.

CDASS Effective Date	03/01/2019	
CDASS End Date	06/30/2019	
Days In CDASS Period	122	
Months In CDASS Period	4.000000000	
CDASS Weekly Hours of Service		
Homemaker	1.00	
Personal Care	0.75	
Enhanced Homemaker	1.75	
Health Maintenance	1.00	
CDASS Monthly Allocation		
Homemaker	\$60.09	SPAL Countable T2025 U8
Personal Care	\$59.17	
Enhanced Homemaker	\$170.19	
Total Allocated Against SPAL	\$289.45	
Health Maintenance	\$115.60	Outside of SPAL T2025 U8 SE
CDASS Total Monthly Allocation	\$405.04	Total = SPAL Countable + Outside of SPAL
CDASS Yearly Allocation		
Yearly (Allocated against SPAL)	\$1,157.78	T2025 U8
Yearly (Outside of SPAL Allocation)	\$462.38	T2025 U8 SE
Total Yearly Allocation	\$1,620.16	Total = SPAL Countable + Outside of SPAL
CDASS Daily Rate		
Daily Rate (Allocated against SPAL)	\$9.49	
Daily Rate (Outside of SPAL Allocation)	\$3.79	
CDASS Daily Rate	\$13.28	



Revise a CDASS PAR for a (SLS Client).

Use these instructions when an existing task worksheet, allocation or line item must be changed. For example, if a client's needs change and their task worksheet and allocation must be updated.

Note: Many of the steps used for creating a PAR and revisions are the same as non-SLS clients. The difference to pay attention to are services that impact the SPAL (T2025 U8) and service that is outside of SPAL (T2025 U8 SE).

Revising a CDASS PAR for a SLS Client.

Step 1. Revise CDASS Task WS and add new Task WS

- Select corresponding worksheet
- End date it
- Hit save.

Message Description Panel Field Row
 Base Information - Save was Successful Base Information

Base Information Agency CDASS TASK WS Goals Inventory Needs Override Risk PETI

Start Date of CDASS 3/1/2019
 End Date of CDASS 4/30/2019

Homemaker	Norm	Min/Wk	Enhanced Homemaker SLS Only	Norm	Min/Wk	Personal
Floor Care	15min/room	50	Habilitative	IND	50	E
Bathroom	45min/wk	0	Extraordinary	IND	50	Respiratory Assist
Kitchen	35min/wk	0				Skin Care Mainten
Trash	35min/wk	0				Bladder/B
Meal Prep	420min/wk	0				Hyg
Dishwashing	140min/wk	0				Dre:
Bed making	35min/wk	0				Tran
Laundry	20min/load	0				Mo
Dusting	30min/wk	0				Positic
	(BI, CMHS, SCI EBD Only)					Medication Remir
Shopping	120min/wk	0				Medical Equipi
						Bat
						Accompar
						(BI, CMHS, SCI, EBD C
						Protective Over
						(SLS C
						Money Manager
						Menu Planni
						Grocery Shop
Total Hrs/Wk		1.00			1.75	

calculate Print delete add

Update No.	Start Date of CDASS	End Date of CDASS	FloorCare	Bathroom	Kitchen	Trash	MealPrep	Dishwashing	BedMaking	Laundry	Dusting	Shopping	Homemaker Hours
1	03/01/2019	04/30/2019	50	0	0	0	0	0	0	0	0	0	1.00

Revising a CDASS PAR for a SLS Client.

Step 2. Add CDASS TASK WS

- Add a new CDASS TASK WS (refer back to slide 9,10)
- Calculate and Save
- Both WS are listed at the bottom panel with changes
- **Note:** CDASS Task WS start and end dates cannot overlap

Open Tab save cancel help Audit Show All

Message Description	Panel	Field	Row
✓ Base Information - Save was Successful	Base Information		2

Base Information Agency CDASS TASK WS Goals Inventory Needs Override Risk PETI

Start Date of CDASS 5/1/2019
End Date of CDASS 6/30/2019

Homemaker	Norm	Min/Wk	Enhanced Homemaker SLS Only	Norm	Min/Wk
Floor Care	15min/room	400	Habilitative	IND	500
Bathroom	45min/wk	400	Extraordinary	IND	500
Kitchen	35min/wk	400			
Trash	35min/wk	400			
Meal Prep	420min/wk	400			
Dishwashing	140min/wk	400			
Bed making	35min/wk	400			
Laundry	20min/load	400			
Dusting	30min/wk	400			
	(BI, CMHS, SCI EBD Only)				
Shopping	120min/wk	0			
Total Hrs/Wk		60.00	Total Hrs/Wk		16.75

calculate Print

Update No.	Start Date of CDASS	End Date of CDASS	FloorCare	Bathroom	Kitchen	Trash	MealPrep	Dishwashing	BedMaking	Laundry	Dusting	Shopping
1	03/01/2019	04/30/2019	50	0	0	0	0	0	0	0	0	0
2	05/01/2019	06/30/2019	400	400	400	400	400	400	400	400	400	0

Revising a CDASS PAR for a SLS Client.

Step 3.

- Locate the desired PAR
 - Do not select “sync” under base information panel if message populates when accessing desired PAR
- Select the Allocation tab
- Select the last CDASS Allocation
- A message will populate that a change was made to CDASS Task WS.
- Hit OK

The screenshot shows a software interface for managing CDASS PAR allocations. A modal window titled "Message from webpage" is displayed in the foreground, containing a yellow warning triangle and the text: "There is a change in Work Sheet Dates and (or) Total Hours of the CDASS Task Ws. Please hit sync to finish the syncing allocation and Line Items." The "OK" button in this message is highlighted with a red rectangle. In the background, the main interface shows various allocation details:

- CDASS Effective Date: 03/01/2019
- CDASS End Date: 06/30/2019
- Days In CDASS Period: 122
- Months In CDASS Period: 4.000000000
- CDASS Weekly Hours of Service: Homemaker (1.00), Personal Care (0.75), Enhanced Homemaker (1.75), Health Maintenance (1.00)
- CDASS Monthly Allocation: Homemaker (\$60.00), Personal Care (\$59.10), Enhanced Homemaker (\$170.10), Total Allocated Against SPAL (\$289.45), Health Maintenance (\$115.60), CDASS Total Monthly Allocation (\$405.04)
- CDASS Yearly Allocation: Yearly (Allocated against SPAL) (\$1,157.78), Yearly (Outside of SPAL Allocation) (\$462.38), Total Yearly Allocation (\$1,620.16)
- CDASS Daily Rate: Daily Rate (Allocated against SPAL) (\$9.49), Daily Rate (Outside of SPAL Allocation) (\$3.79), CDASS Daily Rate (\$13.28)

At the bottom of the interface, there are buttons for "Calculate", "Sync", "delete", and "add". Below the main interface is a table with the following data:

Line Number	CDASS Effective Date	CDASS End Date	Days In CDASS Period	Months In CDASS Period	Homemaker	Enhanced Homemaker	Personal Care	Health Maintenance	Homemaker	Enhanced H
1	03/01/2019	06/30/2019	122	4.000000000	1.00	1.75	0.75	1.00	\$60.09	

Revising a CDASS PAR for a SLS Client.

Step 4.

- Hit the sync button.
- Message will populate that sync is complete to hit save button.
- Hit ok.
- Hit Save
- **Note:** Only sync CDASS changes in allocation tab and not base information.

Message Description Panel Field Row

Save was successful Base Information

CDASS Effective Date 03/01/2019

CDASS End Date 04/30/2019

Days In CDASS Period 61

Months In CDASS Period 2.0

CDASS Weekly Hours of Service

Homemaker 1

Personal Care 0.75

Enhanced Homemaker 1.75

Health Maintenance 1

CDASS Monthly Allocation

Homemaker \$60.00

Personal Care \$59.10

Enhanced Homemaker \$170.10

Total Allocated Against SPAL \$289.45

Health Maintenance \$115.60

CDASS Total Monthly Allocation \$405.04

CDASS Yearly Allocation

Yearly (Allocated against SPAL) \$578.89

Yearly (Outside of SPAL Allocation) \$231.19

Total Yearly Allocation \$810.08

CDASS Daily Rate

Daily Rate (Allocated against SPAL) \$9.49

Daily Rate (Outside of SPAL Allocation) \$3.79

CDASS Daily Rate \$13.28

Calculate Sync delete add

Line Number	CDASS Effective Date	CDASS End Date	Days In CDASS Period	Months In CDASS Period	Homemaker	Enhanced Homemaker	Personal Care	Health Maintenance	Homemaker	Enhanced
1	03/01/2019	04/30/2019	61	2.000000000	1.00	1.75	0.75	1.00	\$60.09	

Revising a CDASS PAR for a SLS Client.

Step 5. Add Allocation

- Create new allocation (refer to slides 19,20)
 - (Refer to slide 42 for example for location of totals for services against SPAL and outside of SPAL)
- Calculate and Save
- Both Allocations are listed at the bottom of the panel.
- **Note:** Affirmation form and Case Manager signature needs to be completed.

CDASS Effective Date	05/01/2019
CDASS End Date	06/30/2019
Days In CDASS Period	61
Months In CDASS Period	2.000000000
CDASS Weekly Hours of Service	
Homemaker	60.00
Personal Care	93.25
Enhanced Homemaker	16.75
Health Maintenance	106.75
CDASS Monthly Allocation	
Homemaker	\$3,597.17
Personal Care	\$7,362.09
Enhanced Homemaker	\$1,629.62
Total Allocated Against SPAL	\$12,588.88
Health Maintenance	\$12,353.72
CDASS Total Monthly Allocation	\$24,942.60
CDASS Yearly Allocation	
Yearly (Allocated against SPAL)	\$25,177.75
Yearly (Outside of SPAL Allocation)	\$24,707.44
Total Yearly Allocation	\$49,885.19
CDASS Daily Rate	
Daily Rate (Allocated against SPAL)	\$412.75
Daily Rate (Outside of SPAL Allocation)	\$405.04
CDASS Daily Rate	\$817.79

Calculate Sync delete add

Line Number	CDASS Effective Date	CDASS End Date	Days In CDASS Period	Months In CDASS Period	Homemaker	Enhanced Homemaker	Personal Care	Health Maint
1	03/01/2019	04/30/2019	61	2.000000000	1.00	1.75	0.75	
2	05/01/2019	06/30/2019	61	2.000000000	60.00	16.75	93.25	

Revising a CDASS PAR for a SLS Client.

Step 6. Line items are updated

Image 1. Before Revision

Image 2. After Revision end dating 1st task worksheet

- Updated lines reflect the last end date change and not the additional allocation.
- Notice the “Total SPAL Spend” amount changed.

Selected Benefit Plan: HCBS-Supported Living Services (SLS)
 Provider ID: 63407752
 Current Benefit Plan: BHO+B 12/01/2018-12/31/2299
 Claims Activity:

Cert Start Date: 03/01/2019
 Cert End Date: 06/30/2019

Authorized SPAL/CES Limit: \$20,777.16
 Total SPAL/CES Spend: \$1,157.78
 HCBS AVG Daily Cost: \$0.00
 LTHH AVG Daily Cost: \$0.00
 Total AVG Daily Cost: \$0.00

BEFORE CDASS Task WS # 1 was End Dated to an earlier date

Buttons: Sync, Check Limits, Submit PPA, Delete, Print

Line	Status	Service Description	Units	Dollars	Eff Date	End Date	ADL	IADL
01	INACTIVE	T2025 -CDASS Services U8	115778.000	\$0.01	03/01/2019	06/30/2019	Y	N
02	INACTIVE	T2025 -CDASS Services - Health Maint. U8 SE	46238.000	\$0.01	03/01/2019	06/30/2019	Y	N
03	INACTIVE	T2040 -CDASS FMS Vendor Fees U8	4.000	\$103.21	03/01/2019	06/30/2019	N	N

Amendment Status:
 Process Status Date: 11/03/2019
 Selected Benefit Plan: HCBS-Supported Living Services (SLS)
 Provider ID: 63407752
 Current Benefit Plan: BHO+B 12/01/2018-12/31/2299
 Claims Activity:

Support Level: 3
 Receive Alert: NO
 Cert Start Date: 03/01/2019
 Cert End Date: 06/30/2019

Authorized SPAL/CES Limit: \$20,777.16
 Total SPAL/CES Spend: \$578.89
 HCBS AVG Daily Cost: \$0.00
 LTHH AVG Daily Cost: \$0.00
 Total AVG Daily Cost: \$0.00

AFTER CDASS Task WS # 1 was End Dated at 4/30/2019 from 6/30/2019

Buttons: Sync, Check Limits, Submit PPA, Delete, Print

Line	Status	Service Description	Units	Dollars	Eff Date	End Date	ADL	IADL
01	INACTIVE	T2025 -CDASS Services U8	57889.000	\$0.01	03/01/2019	04/30/2019	Y	N
02	INACTIVE	T2025 -CDASS Services - Health Maint. U8 SE	23119.000	\$0.01	03/01/2019	04/30/2019	Y	N
03	INACTIVE	T2040 -CDASS FMS Vendor Fees U8	4.000	\$103.21	03/01/2019	06/30/2019	N	N

Revising a CDASS PAR for a SLS Client.

Step 7. Add new line items.

- Add additional CDASS Services
 - (T2040 U8 does not need to be updated unless changing providers with a different rate)
- Hit save



Message Description	Panel	Field	Row
Save was successful	Base Information		

Line	Status	Service Description
01	INACTIVE	T2025 -CDASS Services U8
02	INACTIVE	T2025 -CDASS Services - Health Maint. U8 SE
03	INACTIVE	T2040 -CDASS FMS Vendor Fees U8

Units	Dollars	Eff Date	End Date	ADL	IADL
2575664.000	\$0.01	03/01/2019	06/30/2019	Y	N
2493863.000	\$0.01	03/01/2019	06/30/2019	Y	N
4.000	\$103.21	03/01/2019	06/30/2019	N	N

Revising a CDASS PAR for a SLS Client.

Step 8. Line Item updates

- Line Items are updated
- Two lines merge into one reflecting entire date span.
- “Authorized SPAL Limit” will update

MMIS PA Number		Client ID	Z900058
Bridge PPA Number	154094	Client Last Name	DXC TEST
PA Status	APPROVED	Client First Name	ZOIE
Process Status	WORK IN PROGRESS	Client Birth Date	09/25/1997
Amendment Status		Support Level	3
Process Status Date	11/03/2019	Receive Alert	NO
Selected Benefit Plan	HCBS-Supported Living Services (SLS)	Cert Start Date	03/01/2019
Provider ID	63407752	Cert End Date	06/30/2019
Current Benefit Plan	BHO+B 12/01/2018-12/31/2299	Authorized SPAL/CES Limit	\$20,777.16
Claims Activity	<input type="checkbox"/>	Total SPAL/CES Spend	\$25,756.64
		HCBS AVG Daily Cost	\$0.00
		LTHH AVG Daily Cost	\$0.00
		Total AVG Daily Cost	\$0.00



Adjusting the Units down and changing the end date on a line item for CDASS Services (SLS Client)

Use these instructions when a client is ending CDASS prior to the end of the certification period and there is a need to free up unused CDASS units for other services. Work with the FMS vendor to ensure you have the exact number of units that should remain on the PAR based on client billing activity. You cannot lower the units past what the vendor has submitted claims for.

Adjusting the Units down and changing the end date on a line item for CDASS Services (SLS Client)

Step 1. Enter a lower unit amount

- Select the line item you want to adjust
- Enter in ADJ Units
- Change the end date
 - Verify units entered are correct before saving. Units cannot be adjusted again once saved.
- Hit save

***Note:** Verify all claims have been processed prior to lowering units. Delayed claims will be denied if claims exceed units remaining.

Line	Status	Service Description	Units	Dollars	Eff Date	End Date	ADL	IADL
01	APPROVED	T2025 -CDASS Services - Health Maint. U8 SE	10	\$0.01	03/15/2019	07/01/2019	Y	Y
02	APPROVED	T2040 -CDASS FMS Vendor Fees U8	9	\$100.00	03/15/2019	06/01/2019	N	N

Line: 01

Rendering Provider ID: [Search]

Provider Name: [Search]

Service: T2025 -CDASS Services - Health Maint. U8 SE

Service Description: T2025 -CDASS Services - Health Maint. U8 SE

Additional Service Description: [Text Box]

Units: 9

Dollars: \$0.01

Eff Date: 3/15/2019

End Date: 6/01/2019

Balance Units: 0.0

Balance Dollars: 0.0

Quantity Used Dollars: 0.0

Quantity Used Units: 0.0

Claims First Paid Date: N/A

Claims Last Paid Date: N/A

Receive Alert?: N

Alert Threshold: 90%

Status: APPROVED

Payment Method: Pay Unit Fee Price w/Unit Lim

Activities Of:

- Daily Living: Bathing, Dressing, Toileting, Mobility, Transferring, Eating, Supervision, Memory/Cognition

Instrumental Activities of:

- Daily Living: Hygiene, Medication Management, Transportation, Money Management, Shopping, Meal Preparation, Laundry, Accessing Resources, House Work

Frequency Calculator:

- Unit Value: Default/U
- No. Days/Hrs/Trips: [Dropdown]
- No. of Weeks: [Dropdown]
- No. of Months: [Dropdown]
- Recommended Units: [Text Box]
- Max Amount: 0

Adjusting the Units down and changing the end date on a line item for CDASS Services (SLS Client)

Step 2.

- Select the FMS vendor fee line item you want to adj.
- Enter any unit amount that is lower
- Change the end date
- Hit save

The screenshot shows a software interface with a table of line items and a detailed form for line item 02.

Line	Status	Service Description	Units	Dollars	Eff Date
01	APPROVED	T2025 -CDASS Services - Health Maint. UB SE	10	\$0.01	03/15/2019
02	APPROVED	T2040 -CDASS FMS Vendor Fees UB	9	\$100.00	03/15/2019

The detailed form for line item 02 includes the following fields:

- Line: 02
- Rendering Provider ID: [Empty]
- Provider Name: [Empty]
- Service: T2040 -CDASS FMS Vendor Fees UB
- Service Description: T2040 -CDASS FMS Vendor Fees UB
- Additional Service Description: [Empty]
- Units: 9
- Dollars: \$100.00
- Eff Date: 3/15/2019
- End Date: 6/1/2019
- Balance Units: 0.0
- Balance Dollars: 0.0
- Quantity Used Dollars: 0.0
- Quantity Used Units: 0.0
- Claims First Paid Date: N/A
- Claims Last Paid Date: N/A

Activities of Daily Living (ADL) checkboxes:

- Bathing:
- Dressing:
- Toileting:
- Mobility:
- Transferring:
- Eating:
- Supervision:
- Memory/Cognition:

Instrumental Activities of Daily Living (IADL) checkboxes:

- Hygiene:
- Medication Management:
- Transportation:
- Money Management:
- Shopping:
- Meal Preparation:
- Laundry:
- Accessing Resources:
- Housework:

Adjusting the Units down and changing the end date on a line item for CDASS Services (SLS Client)

Step 3.

- Save and submit PPA
- Changes are displayed in the data panel

***Note:** Units can only be adjusted down. CDASS Service line items can only be modified after a claim has been processed.

The screenshot displays a software interface for managing CDASS Services. At the top, a message bar indicates "Save was successful" and "PPA is now awaiting system submission to PA." Below this is a table of line items:

Line	Status	Service Description	Units	Dollars	Eff Date	End Date	ADL	IADL
01	APPROVED	T2025 -CDASS Services - Health Maint. UB SE	9	\$0.01	03/15/2019	06/01/2019	Y	Y
02	APPROVED	T2040 -CDASS FMS Vendor Fees UB	9	\$100.00	03/15/2019	06/01/2019	N	N

Below the table is a detailed view of line item 01. The 'Units' field is set to 9 and the 'End Date' is 06/01/2019. Red arrows point to these fields in both the table and the detailed view. The detailed view also shows various activity checkboxes (e.g., Bathing, Dressing, Toileting) and a frequency calculator.



SPAL Spending Exceeds Limits.

Use these instructions when you receive an error code B015. This error code will display when you have exceeded the client's Authorized SPAL Limit.

SPAL Spending Exceeds Limits

Step 1. Select the client that has the B015 Error code

- B015 error code displays in message panel
- Verify the total SPAL amount has exceeded the authorized limit.

The screenshot displays a client information form with the following details:

MMIS PA Number		Client ID	Z900058
Bridge PPA Number	154094	Client Last Name	DXC TEST
PA Status	SUSPENDED	Client First Name	ZOIE
Process Status	WORK IN PROGRESS	Client Birth Date	09/25/1997
Amendment Status		Support Level	3
Process Status Date	11/03/2019	Receive Alert	NO
Selected Benefit Plan	HCBS-Supported Living Services (SLS)	Cert Start Date	03/01/2019
Provider ID	63407752	Cert End Date	06/30/2019
Current Benefit Plan	BHO+B 12/01/2018-12/31/2299	Authorized SPAL/CES Limit	\$20,777.16
Claims Activity	<input type="checkbox"/>	Total SPAL/CES Spend	\$25,756.64
		HCBS AVG Daily Cost	\$0.00
		LTHH AVG Daily Cost	\$0.00
		Total AVG Daily Cost	\$0.00

A red box highlights the following message: "The Total SPAL Spend has exceeded the Authorized SPAL Limit so error code B015 (SPAL SPENDING EXCEEDS LIMITS) is logged to the Messages panel".

Buttons at the bottom include: Sync, Check Limits, Submit PPA, Delete, Print.

The Messages panel shows the following error code and message:

Error Code	Line
A	B015

The message details are:

Error Code	B015
Message	SPAL SPENDING EXCEEDS LIMITS
Resolution	SPAL SPENDING EXCEEDS LEVEL LIMITS - REQUIRES SUPERVISOR APPROVAL

SPAL Spending Exceeds Limits

Step 2. Edit CDASS Task WS

- Go to the bridge and select the client
- Go to CDASS Task Worksheet

Base Information Agency CDASS TASK WS Goals Inventory Needs Override Risk PETI

Start Date of CDASS 5/1/2019
End Date of CDASS 6/30/2019

Homemaker	Norm	Min/Wk	Enhanced Homemaker SLS Only	Norm	Min/Wk
Floor Care	15min/room	400	Habilitative	IND	500
Bathroom	45min/wk	400	Extraordinary	IND	500
Kitchen	35min/wk	400			
Trash	35min/wk	400			
Meal Prep	420min/wk	400			
Dishwashing	140min/wk	400			
Bed making	35min/wk	400			
Laundry	20min/load	400			
Dusting	30min/wk	400			
	(BI, CMHS, SCI EBD Only)				
Shopping	120min/wk	0			
Total Hrs/Wk		60.00	Total Hrs/Wk		16.7

calculate Print

For this training scenario, the minutes will be reduced, but the date range will remain as is.

Update No.	Start Date of CDASS	End Date of CDASS	FloorCare	Bathroom	Kitchen	Trash	MealPrep	Dishwashing	BedMaking	Laundry	Dusting	Shopp
1	03/01/2019	04/30/2019	50	0	0	0	0	0	0	0	0	0
2	05/01/2019	06/30/2019	400	400	400	400	400	400	400	400	400	400

SPAL Spending Exceeds Limits

Step 3. Edit CDASS Task WS

- Select the last WS to edit
- Change the end date (if applicable)
- Edit the mins (if applicable)
- Hit calculate
- Hit save
- Verify changes made are displayed in the data panel

Open Tab save cancel help Audit Show All

Message Description	Panel	Field	Row
Base Information - Save was Successful	Base Information		

Base Information Agency CDASS TASK WS Goals Inventory Needs Override Risk PETI

Start Date of CDASS 5/1/2019
End Date of CDASS 6/30/2019

Homemaker	Norm	Min/Wk	Enhanced Homemaker SLS Only	Norm	Min/Wk
Floor Care	15min/room	40	Habilitative	IND	50
Bathroom	45min/wk	40	Extraordinary	IND	50
Kitchen	35min/wk	40			
Trash	35min/wk	40			
Meal Prep	420min/wk	40			
Dishwashing	140min/wk	40			
Bed making	35min/wk	40			
Laundry	20min/load	40			
Dusting	30min/wk	40			
Shopping	(BI, CMHS, SCI EBD Only) 120min/wk	0			
Total Hrs/Wk		6.00	Total Hrs/Wk		1.75

calculate Print

Update No.	Start Date of CDASS	End Date of CDASS	FloorCare	Bathroom	Kitchen	Trash	MealPrep	Dishwashing	BedMaking	Laundry	Dusting	Shopping
1	03/01/2019	04/30/2019	50	0	0	0	0	0	0	0	0	0
2	05/01/2019	06/30/2019	40	40	40	40	40	40	40	40	40	0

SPAL Spending Exceeds Limits

Step 4. Sync Allocation

- Go to PPA Search in the Bridge and select the client
- Go to the allocation tab
- Select the Allocation for the corresponding TASK WS
- A message will pop up that says changes made to WS please hit sync
- Hit OK
- Hit Sync
 - Do not sync in base information

The screenshot displays a software interface for managing CDASS allocations. A modal dialog box is open, displaying a warning message: "There is a change in Work Sheet Dates and (or) Total Hours of the CDASS Task Ws. Please hit sync to finish the syncing allocation and Line Items." The "OK" button in the dialog is highlighted with a red box. The background interface includes a form with the following fields:

- CDASS Effective Date: 05/01/2019
- CDASS End Date: 06/30/2019
- Days In CDASS Period: 61
- Months In CDASS Period: 2.000000000
- CDASS Weekly Hours of Service:
 - Homemaker: 60.00
 - Personal Care: 93.25
 - Enhanced Homemaker: 16.75
 - Health Maintenance: 106.75
- CDASS Monthly Allocation:
 - Homemaker: \$3,597.17
 - Personal Care: \$7,362.00
 - Enhanced Homemaker: \$1,629.60
 - Total Allocated Against SPAL: \$12,588.77
 - Health Maintenance: \$12,353.72
- CDASS Total Monthly Allocation: \$24,942.60
- CDASS Yearly Allocation:
 - Yearly (Allocated against SPAL): \$25,177.75
 - Yearly (Outside of SPAL Allocation): \$24,707.44
 - Total Yearly Allocation: \$49,885.19
- CDASS Daily Rate:
 - Daily Rate (Allocated against SPAL): \$412.75
 - Daily Rate (Outside of SPAL Allocation): \$405.04
 - CDASS Daily Rate: \$817.79

Buttons at the bottom include Calculate, Sync, delete, and add.

Line Number	CDASS Effective Date	CDASS End Date	Days In CDASS Period	Months In CDASS Period	Homemaker	Enhanced Homemaker	Personal Care	Health Maintenance	Homemaker	Enhanced Ho
1	03/01/2019	04/30/2019	61	2.000000000	1.00	1.75	0.75	1.00	\$60.09	
2	05/01/2019	06/30/2019	61	2.000000000	60.00	16.75	93.25	106.75	\$3597.17	

SPAL Spending Exceeds Limits

Step 4. Sync Allocation (Continued)

- Sync complete message pops up
- Hit ok
- Hit save

The screenshot displays a web application interface for CDASS services. A modal dialog box titled "Message from webpage" is centered on the screen, containing a yellow warning icon and the text: "SYNC Complete. To have changes reflect in the CDASS Services line item please hit the SAVE button." Below the message is an "OK" button. The background interface includes several input fields for "Days In CDASS Period" (122), "Months In CDASS Period" (3.96774193548387), "CDASS Weekly Hours of Service" (Homemaker: 3.50, Personal Care: 11.25, Enhanced Homemaker: 0.50, Health Maintenance: 8), "CDASS Monthly Allocation" (Homemaker: \$211.55), "CDASS Total M", "CDASS", "Yearly (Allocated against SPAL)" (\$4,587.20), "Yearly (Outside of SPAL Allocation)" (\$3,669.76), "Total Yearly Allocation" (\$8,256.96), "CDASS Daily Rate", "Daily Rate (Allocated against SPAL)" (\$37.60), "Daily Rate (Outside of SPAL Allocation)" (\$30.08), and "CDASS Daily Rate" (\$67.68). At the bottom of the form are buttons for "Calculate", "Sync", "delete", and "add". Below the form is a table with the following data:

Line Number	CDASS Effective Date	CDASS End Date	Days In CDASS Period	Months In CDASS Period	Homemaker	Enhanced Homemaker	Personal Care	Health Maintenance	Homemaker	Enhanced Homemaker	Personal Care	To
1	12/15/2018	04/30/2019	137	4.548387100	13.00	33.50	19.50	20.00	\$769.58	\$3218.68	\$1520.49	
2	05/01/2019	08/30/2019	122	3.967741940	3.50	0.50	11.25	8.00	\$211.55	\$49.20	\$895.38	

SPAL Spending Exceeds Limits

Step 5. Check Limits

- Updates will be applied
- Hit check limits
- Submit PPA button is populated
- SPAL Spending no longer exceeds Limits
- Error Code B015 no longer shows in the Messages panel

MMIS PA Number		Client ID	Z900058
Bridge PPA Number	154094	Client Last Name	DXC TEST
PA Status	APPROVED	Client First Name	ZOIE
Process Status	WORK IN PROGRESS	Client Birth Date	09/25/1997
Amendment Status		Support Level	3
Process Status Date	11/03/2019	Receive Alert	NO
Selected Benefit Plan	HCBS-Supported Living Services (SLS)	Cert Start Date	03/01/2019
Provider ID	63407752	Cert End Date	06/30/2019
Current Benefit Plan	BHO+B 12/01/2018-12/31/2299	Authorized SPAL/CES Limit	\$20,777.16
Claims Activity	<input type="checkbox"/>	Total SPAL/CES Spend	\$3,098.80
		HCBS AVG Daily Cost	\$0.00
		LTHH AVG Daily Cost	\$0.00
		Total AVG Daily Cost	\$0.00

The Total SPAL Spend is no longer greater than the Authorized SPAL Limit

Buttons: Sync, Check Limits, Submit PPA, Delete, Print

Base Information | Line Item | Attachments | External Text | Internal Text | Claim List | Messages | CDASS Allocation

*** No rows found ***

Error Code	
Message	Resolution



Deleting a CDASS Task Worksheet, Allocation and Line Item.

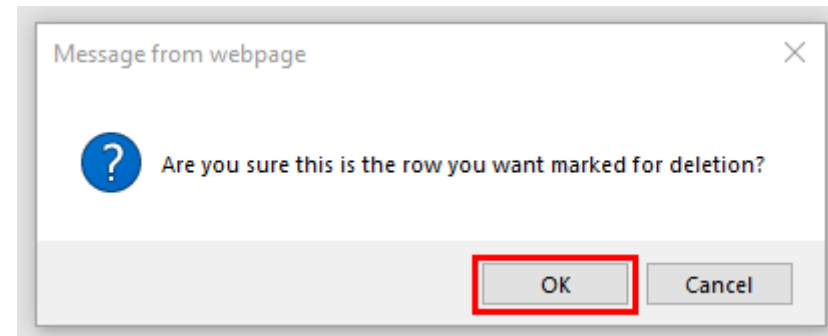
Use these instructions when there's not a MMIS PA number already attached to the PAR, and the user wants to correct universal changes to CDASS services.

Deleting a CDASS Task Worksheet, Allocation and Line Item.

Step 1. Delete Line Items

- Select CDASS PAR you want to Delete
- Go to the Line item
- Highlight the desired line item
- Hit delete.
- A message will pop up saying are you sure, hit ok.

Line	Status	Service Description	Units	Dollars	Eff Date	End Date	ADL	IADL
02	INACTIVE	T2040 -FMS Vendor Fees U1	2.000	\$103.21	03/01/2019	04/30/2019	N	N



Deleting a CDASS Task Worksheet, Allocation and Line Item.

Step 1. Delete Line Items

- Hit Save
- Row is deleted

***Note:** Repeat steps for multiple line items.

The screenshot shows a web application interface with a top navigation bar containing 'Open Tab', 'save', 'cancel', 'new', 'help', 'Audit', and 'Show All'. Below this is a message box with a green checkmark and the text 'Save was successful' and 'Base Information'. The main area contains a form with the following fields:

MMIS PA Number		Client ID	Z900067
Bridge PPA Number	154095	Client Last Name	DXC TEST
PA Status	INACTIVE	Client First Name	HAYLE
Process Status	WORK IN PROGRESS	Client Birth Date	03/19/1999
Amendment Status		Support Level	
Process Status Date	11/04/2019	Receive Alert	NO
Selected Benefit Plan	HCBS-Elderly, Blind and Disabled (EBD)	Cert Start Date	03/01/2019
Provider ID	63407752	Cert End Date	04/30/2019
Current Benefit Plan	TXIX 01/01/2019-12/31/2299	Authorized SPAL/CES Limit	\$0.00
Claims Activity	<input type="checkbox"/>	Total SPAL/CES Spend	\$0.00
		HCBS AVG Daily Cost	\$0.00
		LTHH AVG Daily Cost	\$0.00
		Total AVG Daily Cost	\$0.00

At the bottom of the form are buttons for 'Sync', 'Check Limits', 'Submit PPA', 'Delete', and 'Print'. Below the form is a tabbed interface with tabs for 'Base Information', 'Line Item', 'Attachments', 'External Text', 'Internal Text', 'Claim List', 'Messages', and 'CDASS Allocation'. The 'CDASS Allocation' tab is active and displays the message '*** No rows found ***' in a red box.

Deleting a CDASS Task Worksheet, Allocation and Line Item.

Step 2. Delete Allocations

- Select CDASS PAR you want to Delete
- Go to the Allocation tab
- Highlight Allocation you want to delete.
- Hit Delete
- A message will pop up saying are you sure, hit ok.

***Note:** Repeat steps for multiple Allocations.

The screenshot displays a software interface for managing CDASS allocations. A confirmation dialog box is open, asking "Are you sure this is the row you want marked for deletion?". The dialog has "OK" and "Cancel" buttons. The background shows a table of CDASS allocations with a red arrow pointing to line 2. The table has columns for Line Number, CDASS Effective Date, CDASS End Date, Days In CDASS Period, Months In CDASS Period, Homemaker, Enhanced Homemaker, Personal Care, and Health Maintenance. The row for line 2 has values: 2, 04/01/2019, 04/30/2019, 30, 1.000000000, 12.75, 0.00, 0.00.

Line Number	CDASS Effective Date	CDASS End Date	Days In CDASS Period	Months In CDASS Period	Homemaker	Enhanced Homemaker	Personal Care	Health Maintenance
2	04/01/2019	04/30/2019	30	1.000000000	12.75	0.00	0.00	

Deleting a CDASS Task Worksheet, Allocation and Line Item.

Step 2. Delete Allocations

- Hit Save
- Row is deleted

***Note:** Repeat steps for multiple Allocations.

Open Tab save cancel new help Audit Show All

Message Description	Panel	Field	Row
Save was successful	Base Information		

MMIS PA Number		Client ID	Z900067
Bridge PPA Number	154095	Client Last Name	DXC TEST
PA Status	INACTIVE	Client First Name	HAYLE
Process Status	WORK IN PROGRESS	Client Birth Date	03/19/1999
Amendment Status		Support Level	
Process Status Date	11/04/2019	Receive Alert	NO
Selected Benefit Plan	HCBS-Elderly, Blind and Disabled (EBD)	Cert Start Date	03/01/2019
Provider ID	63407752	Cert End Date	04/30/2019
Current Benefit Plan	TXIX 01/01/2019-12/31/2299	Authorized SPAL/CES Limit	\$0.00
Claims Activity	<input type="checkbox"/>	Total SPAL/CES Spend	\$0.00
		HCBS AVG Daily Cost	\$0.00
		LTHH AVG Daily Cost	\$0.00
		Total AVG Daily Cost	\$0.00

Sync Check Limits Submit PPA Delete Print

*** No rows found ***

Deleting a CDASS Task Worksheet, Allocation and Line Item.

Step 3. Delete CDASS Task Worksheets

- Select CDASS PAR you want to Delete
- Go to the CDASS Task WS tab
- Highlight the CDASS Task WS you want to delete.
- Hit Delete
- A message will pop up saying are you sure, hit ok.

The screenshot shows a software interface for managing CDASS Task Worksheets. The main window has several tabs: Base Information, Agency, CDASS TASK WS (selected), Goals, Inventory Needs, Override, Risk, and PETI. The CDASS TASK WS tab displays a table with columns for Homemaker, Norm, Min/Wk, Enhanced Homemaker SLS Only, and another Norm/Min/Wk. A dialog box titled "Message from webpage" is overlaid on the table, asking "Are you sure this is the row you want marked for deletion?" with "OK" and "Cancel" buttons. The "OK" button is highlighted with a red rectangle. Below the main window, a summary table shows the total hours per week for various tasks.

Update No.	Start Date of CDASS	End Date of CDASS	FloorCare	Bathroom	Kitchen	Trash	MealPrep	Dishwashing	BedMaking	Laundry	Dusting	Shopping
1	03/01/2019	03/31/2019	100	200	300	35	0	0	35	20	30	0

Deleting a CDASS Task Worksheet, Allocation and Line Item.

Step 3. Delete CDASS Task Worksheets

- Hit Save
- Row is deleted

***Note:** Repeat steps for multiple CDASS Task WS

Open Tab save cancel help Audit Show All

Message Description	Panel	Field	Row
✓ Base Information - Save was Successful	Base Information		

Client ID	Z900067	Name	DXC TEST, HAYLE L	Active	Active
SSN	303-09-0067	Address	1560 BROADWAY	Benefit Plan	TXIX 01/01/2019-12/31/2299
Gender	F	Address 2		Home Lvg Score	0
Birth Date	03/19/1999	Address 3		Comm Lvg Score	0
Death Date		City	PUEBLO	Hlth & Safety Score	0
Age	20	State	CO	Med Needs Score	0
Race	2 - White	ZIP	81003	Behavioral Needs Score	0
Ethnicity	00 Not Applicable	ZIP+4	1349	SIS Survey Date	1/1/0001 12:00:00 AM
Language	ENG - English	Phone	(281)826-8787	Calc DD Level	
County	Pueblo	Phone Type	Home	Calc SLS Level	
		Add Phone	(000)000-0000		
		Add Type			

*** No rows found ***

CDASS Error Codes

B015

SLS CDASS-SPAL Spending Exceeds Limits

-Resolution is to edit last task worksheet or lower units from other services.

B075

CDASS- Affirmation Form incomplete

-Resolution is to Complete the Allocation form and hit save.

B076

CDASS- FMS Vendor not selected

-Resolution is to select T2040 procedure code.

B077

CDASS- Procedure code missing

-Resolution is to add one of the CDASS Services to the line item.

FAQ:

1. Can I delete a CDASS Task Worksheet, Line Item, or PAR?
 - a. You may only delete these items if the PPA has not been submitted. After the PPA is submitted, you must revise the specific line to make corrections. Corrections to CDASS information must always start with the Task Worksheet. If you need help, please contact the DXC CCM helpdesk.

2. I am revising a Task Worksheet and cannot change the times for a service.
 - a. When revising a Task Worksheet, please change the end date of the current task worksheet. Add Task Worksheet and enter the new start/end date and adjusted times. The two Worksheets will merge into one line when the allocation is synced and PPA line item is created. Lines will not merge into one if the dates aren't consecutive. Start/end dates must not overlap.

3. My client is ending CDASS. What do I do?
 - a. Non-SLS clients: End date the CDASS line items on the PPA.
 - b. SLS clients: End date the CDASS line items on the PPA if remaining units aren't needed for other services. If remaining units are required for other services, lower units and end line items. **Verify all claims have been billed before lowering units, or claims will be denied and are unable to be changed later.

4. When revising a CDASS PPA, I received a message to “Sync”. Which Sync button do I use?
 - a. Only “sync” in the allocation tab. Do **not** “sync” in base information tab.

FAQ continued.....

5. Can I revise a CDASS PPA that was entered through the LTHH Inbox?
 - a. No. You must send the revision to the LTHH inbox to be manually keyed through the end of the certification period. You can begin entering the CDASS task worksheets and PPAs at the start of the new certification period.

6. I am revising a CDASS PPA and noticed that there are two CDASS T2025 lines. What do I do?
 - a. Non-SLS clients: Contact the DXC CCM Helpdesk. The lines should always collapse if end/start date are consecutive.
 - b. SLS clients: There will be a T2025 U8 and T2025 U8 SE line, this is normal. Same line code/modifier should collapse if end/start date are consecutive. Contact DXC CCM Helpdesk if not collapsing.

7. I added the Task Worksheet but the allocation drop down says there isn't one?
 - a. Return to the client's profile and double check that the Task Worksheet saved and date span is correct.

8. I am trying add or revise a task worksheet and a message says that I am required to add a task when saving (ex: meal prep). What do I do when that task shouldn't have time entered?
 - a. Make sure that the box has "0" and not blank. You will need to either click on the task worksheet and add the "0" or delete the specific task worksheet, save, and add the task worksheet with time again.

CCM Help Desk Tier level Support:

If you have any questions please contact the CCM Help Desk by email with the following guidelines to CCMHELPDESK@DXC.com:

- Subject line must contain at minimum “Bridge CDASS Training”
- Body of the email must contain:
 - Case Manager name
 - Contact phone number
 - Desired information
 - Available times to receive a phone call. If applicable to your work load.
 - Example: Tuesday 1-2 or Thursday 8-10

***Note:** These instructions are strictly for the Bridge CDASS Training questions only. Agents have been advised to inform callers for non-CDASS related issues to be emailed to the traditional CCM Help Desk.



Thank you