

COLORADO DEPARTMENT OF HEALTH CARE POLICY & FINANCING

1570 Grant Street, Denver, CO 80203-1818 • (303) 866-2993 • (303) 866-4411 Fax • (303) 866-3883 TTY
Bill Ritter, Jr., Governor • Joan Henneberry, Executive Director

June 4, 2007

Re: Disability Application

ACTION REQUIRED

Dear County Director and Medical Assistance Site Director:

The Department of Health Care Policy and Financing (Department) would like to share some of its findings based on a recent site visit to Consultative Examinations, Ltd. (CEL), the Department's disability determination contractor. One of the findings is that applications are being processed timely when the counties are utilizing the checklist required by agency letter HCPF 07-004. However, it has been determined that only one-third of Colorado counties are using the checklist. Please verify that your county is complying with the Department's process as outlined in agency letter HCPF 07-004.

The most common cause for a delay in a disability determination is an incomplete application. To mitigate this, the checklist was created to ensure that applications received by CEL are complete upon receipt. Your compliance with this direction is required. If you need additional instruction on this process, please contact Mark Lieberman at mark.lieberman@state.co.us or by phone at 303-866-5600.

After extensive conversations with CEL personnel, some additional ways we can ensure the thoroughness of applications are as follows:

- Complete the checklist;
- Include medical records, if available;
- Clarify the setting the applicant is presently in, i.e., hospital, nursing facility, released to rehab center, home, etc.;
- Dates of medical events;
- Ensure the thoroughness of the medications section;
- Duplicate applications – check CBMS for a previous application (CEL currently receives about 2-3 duplicate applications every week);
- Authorization to Release Medical Information MUST be signed;
- Include enough Medical Release forms for each medical source listed, plus three extra;
- Complete county technician name and contact information;
- If copying the application, copy both sides (this seems obvious, but we were shown an application that was missing every even-numbered page);

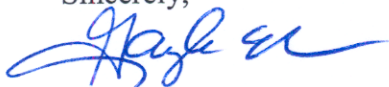
- If applicant is deceased, include proof of death (an obituary is acceptable);
- If the case is being withdrawn, please be sure to contact CEL;
- Send the completed application to CEL as soon as possible in the process;
- Only counties and Medical Assistance sites can forward disability applications to CEL; no other entities may do so.

Another point to remember when there is a traumatic incident such as a stroke, heart attack, or fracture: CEL is required to hold a determination for at least 90 days to see if there is improvement. This is the same requirement that the SSA is bound by.

Attached for your reference is a copy of the agency letter that was issued on January 30, 2007, as well as the checklist itself. Please distribute these to the eligibility technicians in your county who handle Medicaid cases. It is our goal to increase the timely processing of these applications so clients can receive essential benefits. Your assistance with this process is greatly appreciated.

If you need additional information, please feel free to contact me at 303-866-2139 or via email at gayle.fowler@state.co.us.

Sincerely,



Gayle E. A. Fowler
Eligibility Operations Section Manager

cc: Sue Williamson, Client and Community Relations Office
Chris Underwood, Program Eligibility and Implementation Division
Heather Hewitt, County Oversight Liaison