

**Uniform Application**  
 Hospital Discounted Care and CICP

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**Objectives**

- Policies for all application worksheets/tabs
- Reasons behind the policies for each
- CICP Only sections



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**Application Versions**

- Uniform Application is currently Version 1
  - Version for September 1 may be different if issues are discovered between now and then
- Version 1 will be effective June 1 for all CICP hospitals and September 1 for all other hospitals
  - Should be effective through March 31, 2023 UNLESS a coding error is detected that needs to be fixed
  - In this situation, notification of the new version will be sent out via the Hospital Discounted Care newsletter



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## General Rules

- Application should NOT be filled out by patients
  - Patients are unaware of how the application is coded and do not understand the policies behind it
- Screening and application should be completed in the same workbook for each household that chooses to apply for discounted care

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## Screening

- Screening is completed using self-attested information from the patient or guardian
- Asks about household information
  - Members
  - Address
  - Birthdates
  - Contact information
  - Colorado residency
  - Insurance status
  - Income

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## Screening Results

- Bottom of tab calculates household size and income using various household definitions
- Determines if a household is potentially, likely, or not likely eligible for
  - Health First Colorado
  - CHP+
  - Medicare
  - Colorado Indigent Care Program (CICP)
  - Hospital Discounted Care
- Facilities should only inform patients of the programs they are **LIKELY** eligible for

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### Patient Information (cont.)

- Every line should be filled in for each of the household members included in the application
- Data entered into this tab will pull through to every other Worksheet in the application
- Make sure to enter the date as the date the application is started
  - Applicants have 45 days from the beginning of the application to complete it to ensure the documentation they have provided is still relevant to their situation

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### Household Address

- This should be the address of all household members included in the application that applying to receive services under CICP
  - Applicants are allowed to include household members they are supporting that live in other states or countries, including their spouse, children, etc.
    - These household members would be counted in household size only
- Applicants should not include household members who live at different addresses and wish to receive services under Hospital Discounted Care and/or CICP

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### Ineligibility Codes

- CICP ONLY
- There are no changes to these from previous client applications

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## Worksheet 1 - Income

- Boxes on the right of the worksheet are used to calculate employment income for each working household member
  - Income from working minors or adult students living with their parents is exempt
- Two calculation boxes, one income box
  - Year-to-Date calculation
  - Average Pay calculation


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## Calculation Boxes

Year-to-Date Methodology	
Cumulative Year-to-Date Earnings	
Pay Period Type	
Number of Paychecks Received Year-to-Date	
Number of Annual Pay Periods	0
Gross Monthly Income	\$0.00
Average Pay Methodology	
Pay Period Type	
Pay Stubs	
	Gross Earnings
	1
	2
	3
	4
	5
Paystub TOTAL	\$0.00
Number of Paystubs	0
Monthly Income	\$0.00


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## Year-to-Date Calculation

- YTD is the best method, as it captures all fluctuations in pay for the calendar year to date
- Three components:
  - Cumulative earnings to date (gross YTD line on pay stub)
  - Pay Period Type (weekly, bi-weekly, semi-monthly, monthly)
  - Number of checks received to date
- All this information should be able to be determined by the patient's pay stub


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## Average Pay Method

- For pay stubs without a YTD line, average pay method is best
- Two components:
  - >Recent pay stubs
    - More pay stubs is better, best to have at least a month's worth of pay stubs if possible
    - Ensures recent fluctuations in pay are captured
  - >Pay Period Type (weekly, bi-weekly, semi-monthly, monthly)


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## Income Box

Combined Earned Monthly Gross Income	
Patient	
Total Household Gross Income	\$0.00


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## Income Box Info

- Household members names will auto populate in the box
- Employment information should be added next to each member once their monthly income has been calculated using the calculation boxes
- Uniform Application will calculate the annual income automatically


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## Worksheet 2 Self-Employment

- Worksheet 2 must be included for any household member who owns their own business, with a few exceptions:
  - Household members who pay themselves as any other employee (income can be entered in Worksheet 1)
  - Household members using taxes as their documentation (total annual income/12 can be entered in Worksheet 1)
- Businesses that are losing money should still have all information included, they will be counted at \$0 not at the negative amount
  - The Excel application automatically resorts to \$0 if the expenses outweigh the income

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## Home Businesses

- Household members who run their business out of the house can include a portion of the mortgage/rent, utilities, etc. as an expense
  - There are four boxes at the top of the worksheet that must be filled out for the percentages to be calculated correctly
  - These are the same things that are used in business taxes to calculate countable expenses, so the household member should be able to answer all of them

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## Businesses Outside the Home

- Household members who run their business at another location can count the entirety of their mortgage/rent and utilities for that location as an expense
  - The first box at the top of the worksheet should be set to "No" to ensure that the mortgage/rent and utilities are counted at the full expense

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## Multiple Businesses

- Some households have more than one business run by one or more household members
  - Providers can fill out Worksheet 2 for each business to find the net income for each business
  - The preliminary worksheets that were used to calculate the combined income/expenses should be kept with the application as well and clearly marked as to which one goes with which business


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## Business #1

Does the applicant operate their business from their home? <b>Yes</b>		
Square footage of applicant's home:	2500	
Square footage used for applicant's home business:	250	
Hours per week applicant works out of their home:	60.00	
	Monthly	Annualized
Gross Business Income	\$4,000.00	\$48,000.00
Mortgage/Rent of Business Property	\$1,800.00	\$21,600.00
Utilities	\$400.00	\$4,800.00
		\$0.00
Insurance	\$500.00	\$6,000.00
Merchandise/Cost of goods	\$1,200.00	\$14,400.00
	\$1,778.57	\$21,342.86
	\$2,221.43	\$26,657.14


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## Business #2

Does the applicant operate their business from their home? <b>Yes</b>		
Square footage of applicant's home:	2500	
Square footage used for applicant's home business:	200	
Hours per week applicant works out of their home:	50.00	
	Monthly	Annualized
Gross Business Income	\$3,500.00	\$42,000.00
Mortgage/Rent of Business Property	\$1,800.00	\$21,600.00
Utilities	\$400.00	\$4,800.00
		\$0.00
Insurance	\$450.00	\$5,400.00
Merchandise/Cost of goods	\$1,000.00	\$12,000.00
	\$1,502.38	\$18,028.57
	\$1,997.62	\$23,971.43


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## Worksheet 3 - Deductions

- Facilities are allowed and encouraged to continue using any deductions they currently use in their charity care programs
- Be very careful to choose the correct frequency option in the drop down for each line, an incorrect choice can impact the total by a lot

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## Questions?

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## Application

- The Application tab is the culmination of all of the previous worksheets
  - Information entered into the Patient Information tab is in Section 1, information entered into Worksheets 1 - 3 is in Section 2.
- Facilities will need to assign each household member a designation in the last column
  - CICP and HCD
  - HDC
  - CICP

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## Federal Poverty Guideline and Caps

- Application will automatically calculate the household size, income, and federal poverty guideline
- Will also calculate the household CICIP annual cap if applicable and the 4%/2% payment plan monthly maximums

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## Signature

- Patients should sign the application if at all possible
  - Department understands that this is not always feasible
- Checkbox for if household is notified of their FPG determination via phone, email, or other

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## Effective Dates

- In general, determinations for Hospital Discounted Care and CICIP are valid for a year
- Effective date should match the earlier of:
  - Date the application is started (application date)
  - First date of service patient is applying to cover
- CICIP: this eliminates the standard 90-day backdating period
  - Backdates can now be up to 181 days, or longer if the Facility decides

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### Notes Section

- Anything that is out of the ordinary that occurs during the application process should be included in the notes section to aid in an audit if the application is pulled
  - >Better to have too much information than not enough
  - >Helpful for auditors as well as for redeterminations for the household if there was a special situation that is still in effect for them

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### CICP Card

- Household members are added to the card by having an ineligibility code assigned to them on the Patient Information tab
  - >If someone is on the card that shouldn't be, remove their ineligibility code
- The Begin and End date cells are unlocked so that they can be changed if needed
  - >Do NOT make the card valid for more than 365 days

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### CICP and/or HDC Card

- Household members are added to the card by having a program code assigned to them on the Application tab
  - >If someone is on the card that shouldn't be, remove their program code
- The Begin and End date cells are unlocked so that they can be changed if needed
  - >Begin date should be the earlier of the date the application was started or the first date of service the patient is applying to cover
  - >Do NOT make the card valid for more than 365 days

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## CICP Client Responsibilities

- This tab serves only as information for the CICP eligible household members
  - Providers may ask the patient and other household members to sign a copy of the client responsibilities if they choose, but this is not mandatory
  - A copy of the responsibilities does NOT need to be included with the application, it is purely educational for the applicant and other household members

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## CICP Welcome Letter

- Welcome Letter added to help easily create letters for clients
  - Select the range the applicant falls into to input the associated copays in the letter
  - The entire copay table is editable for providers who use other sliding fee scales or if they do not discount certain categories of services (except the homeless column, that one cannot be changed)
- It is not mandatory for providers to use this welcome letter, they may use their own if they prefer

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## No SSN Form

- CICP ONLY
- If a household member does not have a SSN, they must complete the No SSN Form

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## Lawful Presence

- Lawful presence is not required for Hospital Discounted Care
- As of July 1, there is no lawful presence requirement for CICP
  - Providers will still need to collect affidavits during the month of June
  - Affidavits are available on the CICP Provider Information website

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## Contact Info

Taryn Graf  
CICP Administrator

CICP: [hcpf\\_CICPCorrespondence@state.co.us](mailto:hcpf_CICPCorrespondence@state.co.us)

HDC: [hcpf\\_HospDiscountCare@state.co.us](mailto:hcpf_HospDiscountCare@state.co.us)

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## Thank you!

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