



Dear Case Management Agencies (CMS) and Single-Entry Point (SEP) Case Managers,

**Please review this entire email for important updates about Alternative Care Facility (ACF) and Supportive Living Program (SLP) Post-Eligibility Treatment of Income (PETI) and Prior Authorization Request (PAR) changes effective July 1, 2024. This information includes the following:**

- ACF and SLP anticipated rate increases
  - PETI and PAR revisions to be completed by the Department of Health Care Policy & Financing (the Department)
  - ACF and SLP PARs missing PETI worksheets
  - New PETI worksheet and PAR process for case managers
1. All PETI calculations and PAR lines will be revised by the Department due to the anticipated service rate increases going into effect on July 1, 2024.
  2. This revision process will begin in mid-June. Revisions will be completed for ACF members for procedure code T2031 under the Elderly, Blind, and Disabled (EBD) and Community Mental Health Supports (CMHS) waivers and SLP members for procedure code T2033 under the Brain Injury (BI) waiver. This will reduce the need for case managers to manually update PETI worksheets and PARs.
  3. All ACF and SLP PARs must have a PETI Worksheet attached to the PAR for the Department to manually complete revisions outlined above by July 1, 2024. The Department has pulled data to indicate what ACF and SLP PARs are missing the PE Worksheet attached to the PAR. ***Missing PETI worksheet reports including instructions have been uploaded to each CMA/SEP's site by the Department. Please work with your supervisors or management chains to get access to these lists in accordance with your agency's internal policies.***

A. CMA Action Needed

1. Review the ACF and SLP PARs Missing PETI Worksheet uploaded in your agency's SharePoint folder.

2. Search the member's record for any PETI worksheet that is part of the member's record but has not been uploaded to the Bridge by the close of business, **May 24, 2024**.
3. If a PETI worksheet is found in the member's records:
  - a. [Upload](#) the PETI Excel Worksheets ACF and SLP PARs within the "Attachments" tab in the Bridge.
  - b. Document that the PETI worksheet has been uploaded to the Bridge PAR on your agency's SharePoint site.
4. If a PETI worksheet is not found in the member's records:
  - a. Add a record indicating that your agency does not have a PETI worksheet in the member's records on your agency's SharePoint site.
5. Inform your management that all PETI review work has been completed, so they may in turn inform the Department that this work has been done.
6. Spreadsheets should be completed by the close of business on **May 24, 2024**.
7. All PETI Worksheets found in member records must be uploaded to ACF and SLP PARs within the "Attachments" tab in the Bridge no later than the close of business, **June 6, 2024**.

B. If no PETI Worksheet is found in member records for the current certification period, the Department is not requesting CMAs to complete new PETI Worksheets at this time.

#### 4. **Future PETI instructions:**

1. **For members with ACF/SLP certifications starting July 1, 2024, or later, case managers should wait to create these PARs and PETIs until the Department confirms the system has been updated.** For PETIs and PARs with ACF/SLP start dates on or after July 1, 2024, that have already been created, these will require a manual revision to be completed by the case manager. The Department will send additional communication to case managers once the PETI and PAR revision process is complete, including guidance on how to complete this process. *Please do not complete these manual revisions until further notice.*
2. **Case managers will complete the PETI calculation worksheet in the Bridge on or after July 1, 2024.** Case managers will no longer complete the manual process of using the PETI Excel worksheet to determine the ACF/SLP rate and entering the ACF/SLP rate onto the PAR. Following system changes to the Bridge, case managers will complete

the PETI worksheet in the Bridge to determine the ACF/SLP rate and the rate will populate on the PAR from the PETI worksheet. More information on this new process, including guidance and training, will be provided to case managers in upcoming communications.

Contact [hcpf\\_hcbs\\_questions@state.co.us](mailto:hcpf_hcbs_questions@state.co.us) with any questions about these changes.

Thank you,

Department of Health Care Policy & Financing