



**COLORADO**

Department of Health Care  
Policy & Financing

Dear Single Entry Point (SEP) Agency Case Manager,

Please see below for important information on the following topics.

**Across-the-Board Rate Reduction Affecting Alternative Care Facility (ACF) and Supported Living Program (SLP) Services**

Effective July 1, 2020, a 1% across-the-board rate reduction will occur. This was stated in the Informational Memorandum 20-027 issued June 23, 2020, and the cut impacts ACF (T2031) and SLP (T2033). Once posted, case managers are encouraged to review the Home & Community-Based Services (HCBS) Fee Schedule effective July 1, 2020, available on the [Provider Rates & Fee Schedule web page](#)

**Automated Post-Eligibility Treatment of Income (PETI) and Prior Authorization Request (PAR) Update**

The Department of Health Care Policy & Financing (the Department) completed the automated update of PETI calculations for members residing in an ACF or SLP on June 30, 2020.

This update automatically applied the July 1, 2020, 1% rate reduction to all ACF and SLP lines that include both June 30, 2020, and July 1, 2020.

The automated update included the following system actions for all ACF/SLP lines that include both June 30, 2020, and July 1, 2020:

- Existing active PETI worksheets for current ACF and SLP members were automatically end-dated June 30, 2020.
- Existing active PAR lines for procedure codes T2031 and T2033 were automatically end-dated June 30, 2020.
- New PETI worksheets were automatically created for all ACF and SLP members, with start dates of July 1, 2020, using the new rates for both services. Existing income and other deduction fields were copied.
- New PAR lines for procedure codes T2031 and T2033 were automatically created beginning July 1, 2020, using the new PETI worksheet calculations.

Case managers should not make changes to existing PETIs or PARs except to correct errors. If a member has multiple PETI worksheets or PAR lines that started July 1, 2020, or later, the automated process skipped those members. Case managers will need to update those PETIs and PARs manually. Send an email to [CCMHelpdesk@state.co.us](mailto:CCMHelpdesk@state.co.us) with questions regarding whether a manual update is necessary.

Now that the automated update process is has been completed, the Department will send the lists of PETIs and PARs needing manual attention to each case management agency.

**Case managers must check all PETIs and PARs lines for accuracy as close to July 1, 2020, as possible. Case managers must send updated copies of all PETIs and PARs to the member and provider, whether created manually and automatically.**

**Newly Enrolled Members**

For members with certification dates on or after July 1, 2020, for those PETIs and PARs must be created or revised manually. The automatic process creates only new PETIs and PARs for members with certification periods that span across June 30, 2020, and July 1, 2020. This prevents the creation of PETIs and PARs for members who are not eligible after June 30, 2020.

- **For ACF Members** - The manual creation for new PETIs and PARs is done only for members with new certification periods effective July 1, 2020, or after. The automated process completes the updates for PETIs and PARs that go past July 1, 2020.

- **For SLP Members** - The manual creation for new PETIs and PARs is done only for members with new certification periods effective July 1, 2020, or after.

#### **Assistance with PETI and PAR Updates**

The Department will send the lists of PETIs and PARs to each case management agency in the coming weeks.

For assistance with this process, review the PETI training materials on the [Bridge Training web page](#) (under the "Resources-Completed" drop-down section). These trainings were created specifically for rate increases, but the documented processes are still applicable for rate reductions. Case managers may also contact the Care and Case Management (CCM) Help Desk via email [CCMHelpdesk@state.co.us](mailto:CCMHelpdesk@state.co.us) and CC: Sathya Sundaram, [Sathya.Sundaram@state.co.us](mailto:Sathya.Sundaram@state.co.us), with questions regarding this process.

Check all new PETIs and PAR lines for accuracy. Case managers must send updated copies of all PETIs and PARs to the member and provider, whether created manually or automatically.

Thank you,

Department of Health Care Policy & Financing

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