



## **BUS Update Memorandum**

**TO:** All Benefits Utilization System (BUS) Users  
**FROM:** Terry Burnham - BUS Analyst  
**DATE:** March 24, 2016  
**RE:** Multiple BUS Changes

This BUS Update Memo is to notify Case Management Agencies (CMAs) of changes that will be made to the BUS in late March and early April 2016.

### **Community Transition Services Rate Increase**

The Community Transition Services (CTS) Coordinator unit limit has been increased from \$2,000 to \$3,800. The combined limit, with CTS Items Purchased, has been increased from \$3,500 to \$5,300.

### **When will this change be effective?**

The CTS rate increase will be effective Sunday, March 20<sup>th</sup> 2016.

### **Questions/Feedback?**

Contact: [Nora.Brahe@state.co.us](mailto:Nora.Brahe@state.co.us)  
Transitions Administrator, Colorado Choice Transitions  
Long-Term Services and Supports Division

### **Consumer Directed Attendant Support Service Changes to Elderly Blind Disabled, Brain Injury, Community Mental Health Supports and Spinal Cord Injury Waivers**

1. The Consumer Directed Attendant Support Service (CDASS) Per Member/Per Month (PM/PM) Agency with Choice Service (Aw/C) will no longer be offered to clients on the Elderly Blind Disabled (EBD), Brain Injury (BI), Community Mental Health Supports (CMHS) and Spinal Cord Injury (SCI) waivers after March 27<sup>th</sup>, 2016.
2. The wording for "Type of Contact - Summary Report - CDAS Reassessment, Item D," on new client log notes will be changed to read:

"Document receipt of the Physician Attestation of Consumer Capacity. (Note: The Physician Attestation of Consumer Capacity is required annually for all CDASS participants)" (see below).



Client - Log Notes - Figgy F Pudding - 111-33-5555

Date of Contact: 02/24/2016

Time of Contact: 12:51:37 PM

Person Contacted: Case Manager


Log Note Units: 1 Unit

Type of Contact: Summary Report - CDAS Reassessment

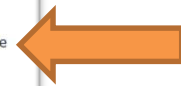
**CDAS 6 Month Info**

- A. Case Manager's Evaluation
- B. CDAS Client's Self Assessment
- C. Status of Attendant Support Management Plan
  1. Review and document, if needs are being met
  2. If client requests an allocation adjustment, document the justification and description of the additional tasks and hours needed
  3. Provide comments, if you do not agree with the client's request for an allocation adjustment
- D. Document receipt of the Physician Statement of Consumer Capability and date faxed to HCPF. (Note: The Physician Statement is required every six months for the first year of CDAS participation and annually, thereafter)

Confidential?  Yes  No

 A log note should only be marked confidential if it contains sensitive information that should not be viewed by any other agency.

Narrative:



### When will these changes be effective?

The CDASS Service Changes will be effective Sunday, March 27<sup>th</sup> 2016.

### Questions/Feedback?

Contact: Rhyann.Lubitz@state.co.us  
Participant Directed Programs Specialist  
Long-Term Services and Supports Division

### Long Term Care 803 Notice of Action Change

The HCBS-Persons Living with Aids program will be removed from the list of programs on the Long Term Care (LTC) 803 Notice of Action (NOA).

### When will this change be effective?

The LTC 803 NOA change will be effective Sunday, March 27<sup>th</sup> 2016.



**Long Term Care 803 General Information**

<p><b>Refers to Following Long Term Care Program</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> HCBS/Consumer Directed Care for the Elderly</li> <li><input type="checkbox"/> HCBS-Brain Injury</li> <li><input type="checkbox"/> HCBS-Community Mental Health Supports</li> <li><input checked="" type="checkbox"/> HCBS-Developmental Disabilities</li> <li><input type="checkbox"/> HCBS-Elderly, Blind, Disabled</li> <li><input type="checkbox"/> HCBS-Persons Living with AIDS</li> <li><input type="checkbox"/> HCBS-Spinal Cord Injury - LTCO, JEFFCO Only</li> <li><input type="checkbox"/> HCBS-Supported Living Services</li> <li><input type="checkbox"/> HCBS-Childrens Walver</li> <li><input type="checkbox"/> HCBS-Children with Autism</li> <li><input checked="" type="checkbox"/> HCBS-Children with Life Limiting Illness</li> <li><input type="checkbox"/> HCBS-Childrens Extensive Support</li> <li><input checked="" type="checkbox"/> HCBS-Childrens Habilitation Residential Program</li> <li><input type="checkbox"/> Colorado Choice Transitions - HCBS-BI</li> <li><input type="checkbox"/> Colorado Choice Transitions - HCBS-CMHS</li> <li><input type="checkbox"/> Colorado Choice Transitions - HCBS-DD</li> <li><input type="checkbox"/> Colorado Choice Transitions - HCBS-EBD/18-64</li> <li><input type="checkbox"/> Colorado Choice Transitions - HCBS-EBD/65+</li> <li><input type="checkbox"/> Colorado Choice Transitions - HCBS-SLS</li> <li><input type="checkbox"/> CDASS</li> </ul>	<p><b>General Information</b></p> <p> <b>If this an ADVERSE Notice, the Effective Date must be 11 days after the mailed date.</b></p> <p>Mailed Date <input type="text" value="06/01/2015"/> <small>(mm/dd/yyyy)</small></p> <p>Effective Date of Change <input type="text" value="08/19/2015"/></p> <p>Date Client Must Respond By <input type="text" value="07/01/2015"/></p> <p><b>Type of Notification</b></p> <p><i>*(complete Denial Reason)</i></p> <p><input type="radio"/> Eligible to receive services</p> <p><i>*(complete Denial Reason)</i></p> <p><input type="radio"/> Eligible to receive services - Waitlist</p> <p><i>*(complete Denial Reason)</i></p> <p><input type="radio"/> Not eligible for waitlist or not eligible or no longer eligible to receive services</p> <hr/> <p><i>*(complete Service Change)</i></p> <p><input checked="" type="radio"/> Service(s) is/are denied</p> <p><i>*(complete Service Change)</i></p> <p><input type="radio"/> Services are being decreased or changed</p> <p><input type="radio"/> Clear Answer</p> <p>Case Manager <input type="text" value="Burnham, Terry"/></p> <p>Phone Number <input type="text" value="123-345-6789"/> <small>(xxx-xxx-xxxx)</small></p>
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### Questions/Feedback?

Contact: Terry.Burnham@state.co.us  
 BUS Administrator  
 Long-Term Services and Supports Division  
 BUS Stop Website - [www.colorado.gov/hcpf/benefits-utilization-system-bus-updates](http://www.colorado.gov/hcpf/benefits-utilization-system-bus-updates)

### BUS Tracker System Enhancements

The BUS Tracker system is used by Agency Administrators at CMAs to report issues with client records in the BUS. These minor system enhancements will allow the Department to perform more accurate tracker analysis and improve communication with tracker requesters by posting tracker status information on the BUS Stop.

Included in these enhancements are:

- A link to known BUS issues;
- The option for tracker requesters to add Case Manager information;
- Email notification of tracker updates (optional);
- CMAs will be able to check the status of their BUS Trackers on the BUS Stop.



### When will this change be effective?

The BUS Tracker enhancements will be effective Sunday, March 27<sup>th</sup> 2016.

### Questions/Feedback?

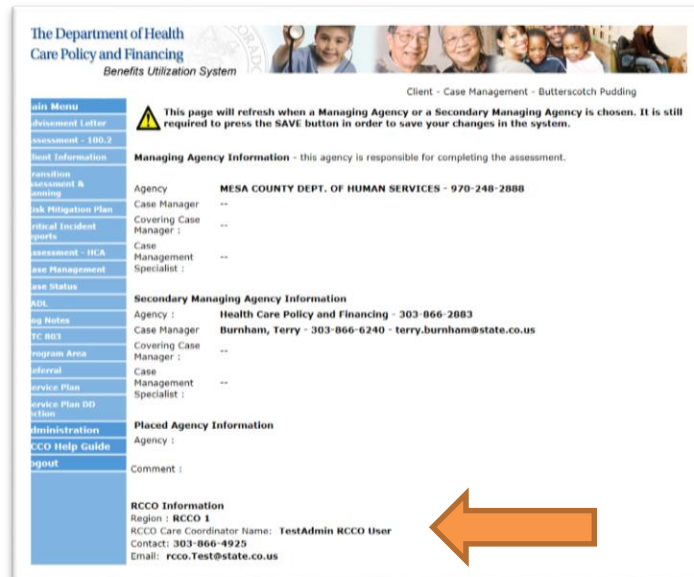
Contact: Terry.Burnham@state.co.us  
BUS Administrator  
Long-Term Services and Supports Division  
BUS Stop Website - [www.colorado.gov/hcpf/benefits-utilization-system-bus-updates](http://www.colorado.gov/hcpf/benefits-utilization-system-bus-updates).

### Regional Care Collaborative Organizations Read-Only Access to the BUS

On April 3rd, 2016 Care Coordinators at the seven Regional Care Collaborative Organizations (RCCOs) will be granted access to the BUS in a read-only capacity. RCCO Care Coordinators will only be able to view the records of clients enrolled within their own RCCO. RCCO Care Coordinators will not be able to add, delete, or alter any part of a client’s record.

RCCO Care Coordinators will be able to add themselves as the Care Coordinators for clients. This information will appear on the client Case Management screen in the BUS (see below).

To help RCCO Care Coordinators successfully navigate the BUS a Quick Guide and Full Guide have been created. These guides are located on the BUS Stop at <https://www.colorado.gov/pacific/hcpf/benefits-utilization-system-bus-updates>.



## **When will this change be effective?**

The RCCO Read-Only access will be effective Sunday, April 3<sup>rd</sup> 2016.

## **Questions/Feedback?**

Contact: Terry.Burnham@state.co.us

BUS Administrator

Long-Term Services and Supports Division

BUS Stop Website - [www.colorado.gov/hcpf/benefits-utilization-system-bus-updates](http://www.colorado.gov/hcpf/benefits-utilization-system-bus-updates)

