



## CDASS Allocation Increase Workflow Process

CDASS allocations are receiving the following rate increases **effective** January 1, 2020:

- 1% for Health Maintenance services
- 8.1% for Enhanced Homemaker (SLS only), Homemaker and Personal Care services

The rate increases are for the services outlined above in the Elderly, Blind and Disabled (EBD), Brain Injury (BI), Spinal Cord Injury (SCI), Community Mental Health Supports (CMHS), and Supported Living Services (SLS) waivers.

### What are case managers at Case Management Agencies required to do?

#### Review:

- Each Financial Management Service (FMS) vendor has developed instructions for case managers on how to revise a member's prior authorization request (PAR) in their FMS portal or an alternative process for PAR submission. Included will be instructions on locating the member's allocation prior to the January 1, 2020 rate increase and the member's increased allocation effective January 1, 2020. The FMS instructions will be provided to case managers by Consumer Direct Colorado prior to the beginning of the rate change, scheduled for November 11, 2019.

#### PAR Revision:

- For CDASS participants with a PAR created by the case manager in the Bridge with a **certification end date after January 1, 2020**, the case manager will complete the following steps to revise the PAR:
  - The case manager will complete the rate increase change by following the process for a CDASS task worksheet revision in the Bridge. The case manager will revise the PAR in the Bridge to end date the current CDASS task worksheet effective 12/31/2019. The case manager will then add a new CDASS task worksheet with a start date of 1/1/2020. The task worksheet hours entered by the case manager for 1/1/2020 will match the hours entered on the previous task worksheet unless the case manager is also completing a revision based on increased member needs. This will automatically calculate the allocation reflecting the rate increase as the case manager completes the steps for a CDASS revision. **The case manager must follow the revision process and should not end date the PAR's T2025 line item or alter line item units.**
  - The case manager will revise the PAR in the FMS portal or submit the required documents to the FMS vendor using the instructions provided by the FMS vendors.



- Detailed instructions on how to complete a CDASS revision in the Bridge is available on Consumer Direct’s website at <https://consumerdirectco.com/>.
- **Please note: The case manager must ensure the task worksheet hours entered are accurate as they cannot be modified once the PAR is approved through the Bridge. If the member enrolled in HCBS-SLS has authorization for skilled and unskilled service categories (T2025 U8 and T2025 U8 SE), the case manager must complete the revision process for both service lines.**
- A PAR with a **start date on or after January 1, 2020** will be completed by the case manager using the Bridge and FMS established process for a new PAR entry. Case managers shall not create a PAR with a start date on or after January 1, 2020 before November 11, 2019 to allow the Bridge and FMS portals to be updated with the new CDASS rates.

**Send Notification Requirements:**

- Case managers must complete and send a 10-day notice by **December 10, 2019** to all members receiving services through CDASS that are enrolled with your agency. The notice must indicate the CDASS member’s monthly and annual allocation before and after the January 1, 2020 rate change.
  - FMS vendors have provided instructions on how to locate allocation amounts for the 10-day notice to be completed by the case manager. In addition to this information, the 10-day notice to track all members notified of their allocation change will be provided to each case management agency prior to December 10, 2019.
- Each case management agency must complete the attached spreadsheet titled “CDASS Member Allocation Notification for Rate Increase Effective 1.1.20.” with the **date each member was mailed the 10-day notice regarding the change to their CDASS allocation. This report must be sent via encrypted email to [katherine.mcguire@state.co.us](mailto:katherine.mcguire@state.co.us) at the Department by December 10, 2019.**

Example table from the 10-day notice to the member enrolled in CDASS through the EBD, SCI, BI or CMHS waiver:

	Allocation Amount Prior to Rate Change	NEW Allocation Amount Effective January 1, 2020
Monthly Allocation Amount	\$ 0,000.00	\$ 0,000.00
Yearly Allocation Amount	\$ 0,000.00	\$ 0,000.00



Example table from the 10-day notice to the member enrolled in CDASS through the SLS waiver:

	Allocation Amount Prior to Rate Change	NEW Allocation Amount Effective January 1, 2020
Monthly Personal Care and Homemaker Allocation Amount	\$0,000.00	\$0,000.00
Monthly Health Maintenance Allocation (if applicable)	\$0,000.00	\$0,000.00
Yearly Allocation Amount	\$0,000.00	\$0,000.00

- All PAR approvals must be completed in the Bridge and provided to the FMS vendor using the FMS designated process by **December 21, 2019**.
- Case managers are to contact the DXC help desk if experiencing any issues with completing the revision of the PAR in the Bridge or receiving entry errors. The case manager will submit a help desk ticket at [ccmhelpdesk@dx.com](mailto:ccmhelpdesk@dx.com). All PAR details must be thoroughly reviewed by the case manager for accuracy prior to submitting for pre-prior authorization (PPA). Do **not** complete the PPA submission if errors are identified.

Please provide the following when submitting a help desk ticket.

- Subject Line: “CDASS Issue-Please Assist”
- Detailed information about the issue and errors experienced.

Please follow the instructions above and contact Consumer Direct Colorado or the member’s FMS vendor for any questions or general assistance needed.

