

CDASS PAR Revisions

Helpful Tips for CDASS Rate Change Revisions

Colorado InterChange - Case Manager Guide

November 2022

Course Description

The goal of this training is to provide you with training for Consumer Directed Attendant Support Services (CDASS) Prior Authorization Request (PAR) Revisions.

- Copying and editing a CDASS Task Worksheet
- Adding and editing a CDASS Allocation
- Adding CDASS Services to a line item
- Identifying Denver Geographic Pricing

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Creating CDASS Services on a PAR

There are two areas of CDASS Services that are needed to be completed for a client to receive these services on a waiver program PAR:

1. **CDASS Task Worksheet (WS):** This is where the user will enter the minutes per week for various activities under Personal Care, Health Maintenance, Enhanced Homemaker and Homemaker.
2. **CDASS Allocation:** This is where the user will attach the CDASS Task Worksheet and create service allocations for the PPA cert span.

Let's Get Started!

Step 1.

Go to [Colorado InterChange \(iC\)](#)



Sign in to the Colorado Medicaid

- Access your applications
- Manage your account
- Change your password

Sign in to Colorado Medicaid [Help](#)

User name:

Password:

Colorado Medicaid
[Forgot your password?](#)

Step 2. Enter Credentials-Sign in

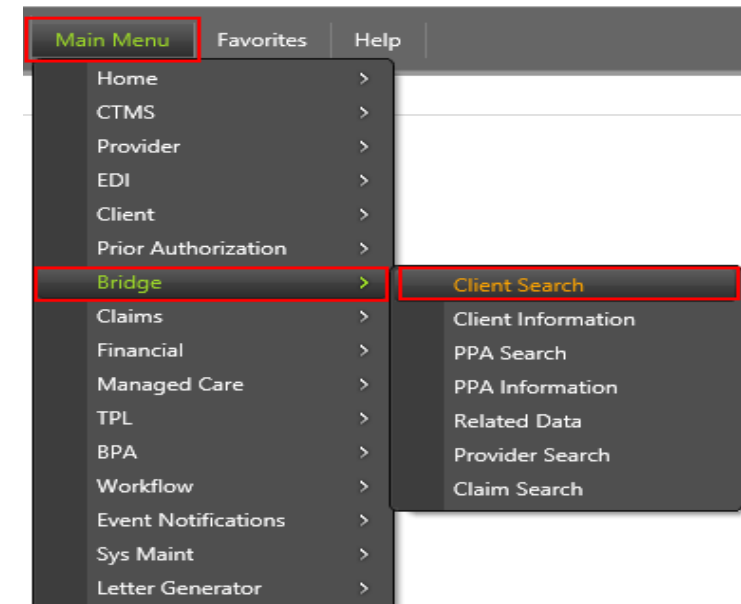
Step 3. Select Production InterChange

Step 4. Hover over Main Menu. You will be using the 'Bridge': Client Search and PPA Search

i **Note:** 'Client Search' or 'Client Information' → Gets you to the Task worksheet and 'PPA Information' → PPA; i.e. allocation and service authorization

Applications

Application	Description
Account Management	Manages contact information, password, and authorizations for applications.
Production InterChange	Production InterChange Environment



Know the System

Each part of the system communicates to other areas within it. Understanding where information goes is crucial. There are specific buttons to use and reasons why errors pop up if/when a step is missed. Keep in mind: many steps require you to clicking anywhere on the screen to update the information being worked on.

Client Search or information → Find Task worksheet in Client information

Task worksheet → Save “talks” to the PAR (either existing or a new PAR added based on date span).

PPA = Pre-Prior Authorization → Allocations under Allocation Tab. (‘Saved’ Task worksheets talk to the allocation tab in the PPA. *Can search by Client ID, PPA # or PA#. Client ID will give you a list of PARs for that member.

Adding or Changes in Allocation Tab → ‘Syncing’ Pulls info from Task worksheet and Saving “talks” to the service line when adding new or revising **If you miss a step of “syncing” or completing “saving” then the service line won’t know it’s supposed to make the changes to the current T2025 service line.

Base Panel Information →

1. ‘**Submit PPA**’ talks to the PA (Prior Authorization-only Dept views and feeds into Provider Portal “Gatekeeper of Claims”) -The system batches **1x per night at** approximately 7pm. *Entering late evening results in 1 day delay
2. ‘**Sync**’ in base panel if selected pulls information back to the PPA from the PA ***DO NOT USE BASE PANEL SYNC FOR THESE REVISIONS** or for CDASS in general.

CDASS Task Worksheet

Use these instructions to copy a CDASS Task Worksheet in the Bridge. This panel is located under the Client Information section of the Bridge.



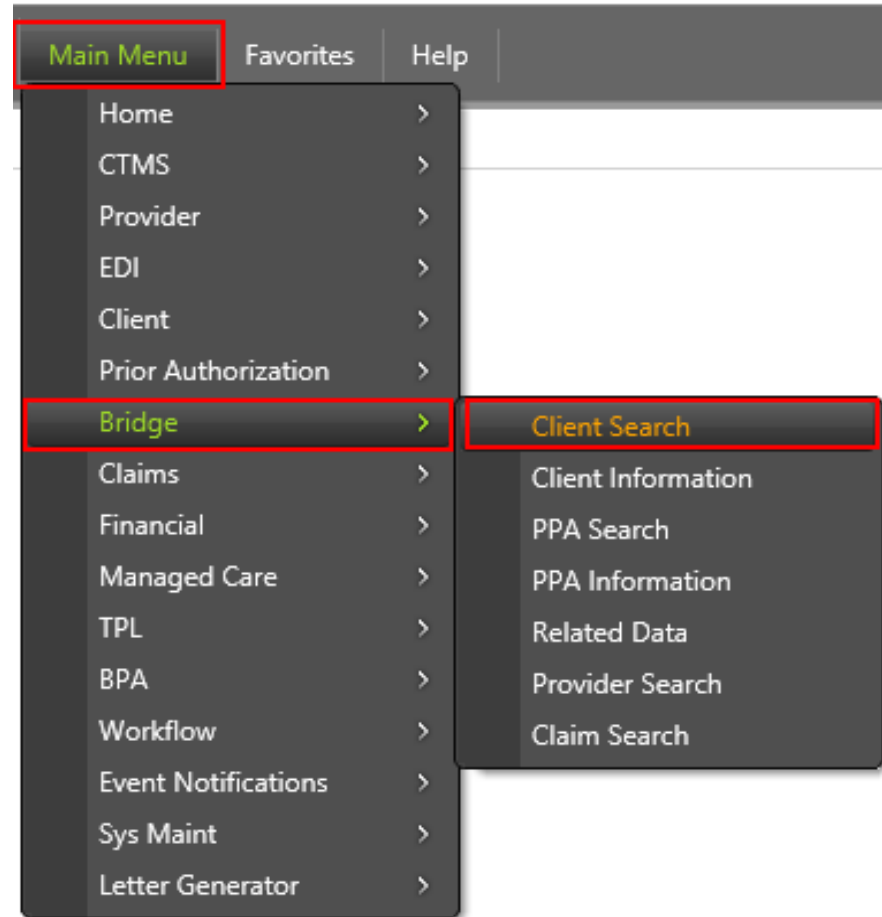
*** Note:** You can have two tabs open-(1) for the task worksheet and (1) for the PPA by right clicking and opening new tab. If you use 2 tabs, remember to refresh the PPA following changes in the task worksheet.

Locating CDASS Task Worksheet

Step 1. Search for the client

Under Main Menu select the Bridge application and then select Client Search.

i * **Note:** Some may find it easier to locate the PPA first to review and then open the task worksheet in a separate tab.



Locating a CDASS Task Worksheet

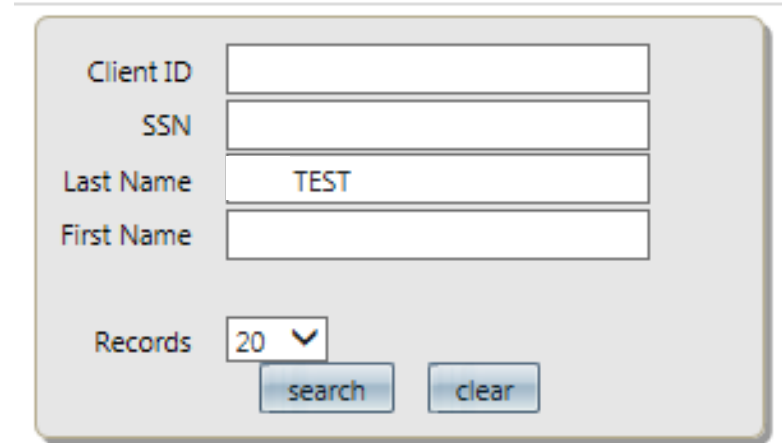
Step 2: Search for applicant in the Bridge

Enter information to find a client's record

Don't have to use all search fields (at least 1):

- **Client ID - Medicaid Client ID**
- SSN - Client's Social Security Number
 - Enter the number with or without the dashes
- Last Name - User can enter full or partial last name
 - Recommended to enter the full name to reduce the number of records returned
- First Name - User can enter full or partial first name
 - At least 2 characters of the Last Name is needed
- Records - Search records are defaulted to 20 results
 - User can select to have 5, 10, 20, 50 or 100 records show

Press Search



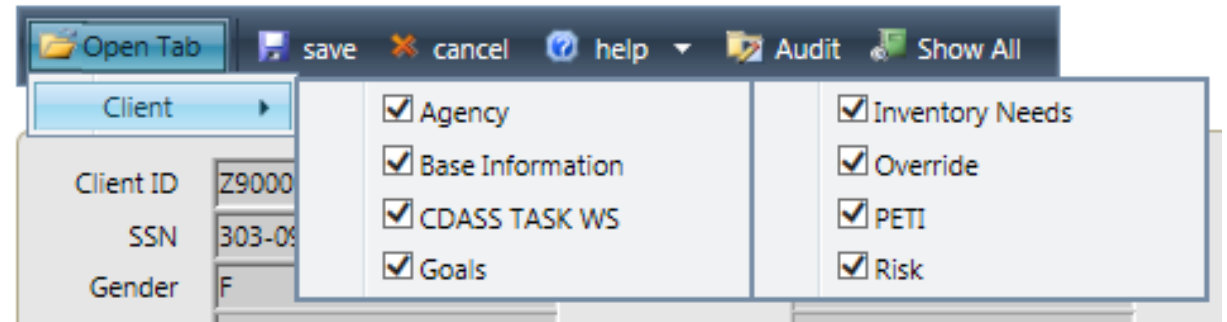
The screenshot shows a search form with the following elements:

- Client ID:
- SSN:
- Last Name:
- First Name:
- Records: (dropdown menu)
- Buttons: and

Creating a CDASS Task Worksheet View (Details)

Step 3. Creating a worksheet

- Display CDASS Task Worksheet (if not already visible)
 - Click open tab and go to client and select.
 - Check CDASS Task WS.



- If you only want to display the panel for the current session, click on the word next to a checkbox.



* **Note:** Checking a box will keep that panel displayed for future sessions.

Locating a CDASS Task Worksheet (Details)

Step 4. Select CDASS Task Worksheet tab on the panel

Locate the CDASS Task WS panel

The screenshot displays the CDASS Task Worksheet interface. At the top, there is a toolbar with buttons: Open Tab, save, cancel, help, Audit, and Show All. Below this, the client information is organized into three columns. The first column contains personal details like Client ID, SSN, Gender, Birth Date, Death Date, Age, Race, Ethnicity, Language, and County. The second column contains contact and location details like Name, Address, Address 2, Address 3, City, State, ZIP, ZIP+4, Phone, Phone Type, Add Phone, and Add Type. The third column contains status and score details like Active, Benefit Plan, Home Lvg Score, Comm Lvg Score, Hlth & Safety Score, Med Needs Score, Behavioral Needs Score, SIS Survey Date, Calc DD Level, and Calc SLS Level.

Client ID	Name	Active
Z900067	TEST, HAYLE L	Active
SSN: 303-09-0067	Address: 1560 BROADWAY	Benefit Plan: TXIX 01/01/2019-12/31/2299
Gender: F	Address 2:	Home Lvg Score: 0
Birth Date: 03/19/1999	Address 3:	Comm Lvg Score: 0
Death Date:	City: PUEBLO	Hlth & Safety Score: 0
Age: 20	State: CO	Med Needs Score: 0
Race: 2 - White	ZIP: 81003	Behavioral Needs Score: 0
Ethnicity: 00 Not Applicable	ZIP+4: 1349	SIS Survey Date: 1/1/0001 12:00:00 AM
Language: ENG - English	Phone: (281)826-8787	Calc DD Level:
County: Pueblo	Phone Type: Home	Calc SLS Level:
	Add Phone: (000)000-0000	
	Add Type:	

Below the client information, there is a tabbed interface. The tabs are: Base Information, Agency, CDASS TASK WS (highlighted with a red box), Goals, Inventory Needs, Override, Risk, and PETI. The CDASS TASK WS tab is active, showing the Start Date of CDASS and End Date of CDASS. Below these dates, there is a table with columns for Homemaker, Norm, Min/Wk, Enhanced Homemaker SLS Only, Norm, and Min/Wk.

Homemaker	Norm	Min/Wk	Enhanced Homemaker SLS Only	Norm	Min/Wk
Floor Care	15min/room		Habilitative	IND	
Bathroom	45min/wk		Extraordinary	IND	

Revising (Copying) CDASS PAR

- Use these instructions to complete a revision to an existing task worksheet.

Revising CDASS PAR for an EBD Client

Step 1. Ending Current Task WS

- Select corresponding worksheet
- End date it
- Click Save

i * Note: Click 'Update No.' if worksheets are out of order.

The screenshots show the CDASS TASK WS interface. The top menu bar includes 'Open Tab', 'save', 'cancel', 'new', 'help', 'Audit', and 'Show All'. The 'save' button is highlighted with a red box in the left screenshot.

The main window displays a table of tasks with columns: Homemaker, Norm, Min/Wk, and Enhanced Homemaker SLS Only. The tasks listed are Floor Care, Bathroom, Kitchen, Trash, Meal Prep, Dishwashing, Bed making, Laundry, Dusting, and Shopping. The 'Min/Wk' column contains numerical values for each task. The 'Total Hrs/Wk' is displayed at the bottom right of the table.

The 'End Date of CDASS' field is highlighted with a red box in both screenshots. In the left screenshot, it is set to 4/30/2019. In the right screenshot, it is set to 3/31/2019.

The bottom table shows the 'Update No.', 'Start Date of CDASS', and 'End Date of CDASS' for the current worksheet. The 'End Date of CDASS' field is highlighted with a red box in both screenshots. In the left screenshot, it is set to 04/30/2019. In the right screenshot, it is set to 03/31/2019.

Revising CDASS PAR-Task Worksheet Copy

Step 2. Copy CDASS Task WS

- Select the end dated worksheet by clicking on the worksheet again even if the worksheet appears to remain in the panel.
- Select copy

i * Note: Failure to reselect the worksheet after saving and prior to selecting 'copy' may result in the wrong task worksheet being copied.

The screenshot shows the 'CDASS TASK WS' window with tabs for Base Information, PETI, Goals, Inventory Needs, Override, Agency, CDASS TASK WS, and Risk. The 'CDASS TASK WS' tab is active, displaying a table of tasks and their time allocations. The tasks are grouped into categories: Homemaker, Enhanced Homemaker (SLS Only), Personal Care, and Health Maintenance. Each category has a 'Norm' and 'Min/Wk' column. The 'Total Hrs/Wk' for each category is shown at the bottom. The 'Copy' button is highlighted with a red box.

Category	Task	Norm	Min/Wk
Homemaker	Floor Care	15min/room	30
	Bathroom	45min/wk	20
	Kitchen	35min/wk	35
	Trash	35min/wk	35
	Meal Prep	420min/wk	420
	Dishwashing	140min/wk	70
	Bed making	35min/wk	35
	Laundry	20min/load	60
	Dusting	30min/wk	15
	Shopping	120min/wk	125
Total Hrs/Wk		14.25	
Enhanced Homemaker (SLS Only)	Habilitative	IND	0
	Extraordinary	IND	0
Total Hrs/Wk		0.00	
Personal Care	Eating	30min/meal	0
	Respiratory Assistance	30min/wk	0
	Skin Care Maintenance	35min/wk	0
	Bladder/Bowel	10min/each	100
	Hygiene	420min/wk	250
	Dressing	210min/wk	200
	Transfers	5min/each	0
	Mobility	5min/each	100
	Positioning	15min/2hrs	40
	Medication Reminders	5min/each	0
	Medical Equipment	60min/wk	0
	Bathing	IND	140
	Accompanying (BI, CMHS, SCL, EBD Only)	IND	0
	Protective Oversight (SLS Only)	IND	60
	Money Management	60/wk	0
Menu Planning & Grocery Shopping	180/wk	0	
Total Hrs/Wk		15.00	
Health Maintenance	Skin Care	IND	35
	Nail Care	30min/wk	0
	Mouth Care	105min/wk	0
	Dressing	210min/wk	0
	Feeding	IND	250
	Exercise	IND	210
	Transfers	15min/each	0
	Bowel	IND	0
	Bladder	IND	0
	Medical Management	10min duration	55
Respiratory Care	IND	0	
Medication Assistance	5min/each	25	
Bathing	IND	0	
Mobility	5min/each	0	
Accompanying	IND	0	
Positioning	15min/2 hours	0	
Total Hrs/Wk		9.75	

Update No.	Start Date of CDASS	End Date of CDASS	FloorCare	Bathroom	Kitchen	Trash	MealPrep	Dishwashing	BedMaking	Laundry	Dusting	Shopping	Homemaker Hours
1	04/01/2021	10/31/2021	30	20	35	35	420	70	35	60	15	125	14.25

A close-up of the bottom buttons: calculate, Print, delete, add, and copy. A red arrow points from the 'Copy' button in the main screenshot to this close-up.

Revising CDASS PAR-Task worksheet

Step 3. Copy CDASS Task WS

- Task Min/Wk should auto populate from task worksheet copied
- Enter Start and End Date
- Select Calculate (min/wk tasks can be changed at this step)
- Click Save
- CDASS changes will show on the panel. *Double check service hours-revise if copy error, calculate, save



* Note:

1. Revised CDASS Task WS start date cannot overlap with prior end date.

2. You don't have to use "copy" & can 'add' a new TW for blank tasks. Double check hours are correct.

The screenshot shows the CDASS PAR-Task worksheet interface. At the top, a message bar indicates "Save was successful". The main window displays a grid of tasks categorized into Homemaker, Enhanced Homemaker (SLS Only), Personal Care, and Health Maintenance. Each task has columns for Norm, Min/Wk, and Total Hrs/Wk. The 'calculate' button is highlighted at the bottom of the grid.

Update No.	Start Date of CDASS	End Date of CDASS	FloorCare	Bathroom	Kitchen	Trash	MealPrep	Dishwashing	BedMaking	Laundry	Dusting	Shopping	Homemaker Hours	Habilitative	Extraordinary	Enhanced Homemaker Hours	Eating	Respiratory	Skincare	Bladder	Hygiene	Dressing	Transfers	Mobi
1	04/01/2021	10/31/2021	30	20	35	35	420	70	35	60	15	125	14.25	0	0	0.00	0	0	0	100	250	200	0	0
2	11/01/2021	12/31/2021	30	20	35	35	420	70	35	60	15	125	14.25	0	0	0.00	0	0	0	100	250	200	0	0

Revising CDASS PAR

Use these instructions to locate the PAR and continue revision of allocation and PAR after task worksheet has completed the revision/copy.



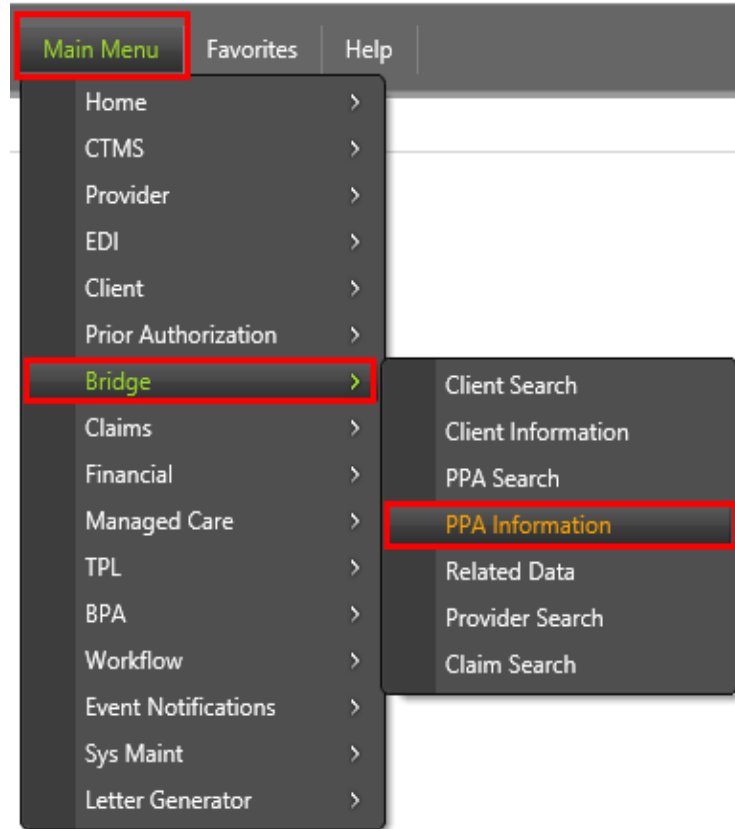
* Note: If the PAR is open in a separate tab, make sure to refresh the page to allow for the PAR to know the task worksheet had changes made to it.

Locating a CDASS Allocation (Details)

Step 1. Find PAR

- Select the Bridge from Main Menu
- Select PPA information
- Enter PA # (If the end date shows 12/31 or prior, use client ID to find latest PAR), PPA #, or client ID

i * **Note:** If you right click while hovered over selection, you can open in new window/tab. Selecting will use current window.

A screenshot of the 'PPA Information' search form. The 'MMIS PA Number' field is highlighted with a red box. Below it, there are input fields for 'Client ID', 'Provider ID', 'Bridge PPA Number', 'Pa Status', 'Process Status', 'Cert Start Date', and 'Cert End Date'. Each of these fields has a 'Search' button next to it. At the bottom, there is a 'Records' dropdown set to '20' and a 'search' button highlighted with a red box, along with a 'Clear' button.

Revising CDASS PAR- Syncing

2. Updating the CDASS Allocation

- Locate the desired PAR

Do not select “sync” under base information panel if message populates when accessing desired PAR

- Select the Allocation tab
- Select the last CDASS Allocation
- A message will populate that a change was made to CDASS Task WS
- Click OK

Line Number	CDASS Effective Date	CDASS End Date	Days In CDASS Period	Months In CDASS Period	Homemaker	Enhanced Homemaker	Personal Care	Health Maintenance	Homemaker	Enhanced Homemaker	Personal Care	Total Allocated Against SPAL	Health Maintenance	CDASS Total
1	03/01/2019	04/30/2019	61	2.00000000	12.00	0.00	0.00	0.00	\$743.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Revising CDASS PAR- Syncing Cont.

3. Sync Allocation

- Click Sync
- A message will populate that the sync was complete

Click sync again if no message.

Do not continue without it.

- Click Save

Make sure you get the 'save was successful' message prior to continuing.



*** Note: Only sync CDASS changes in allocation tab.**

The screenshot shows a software interface for CDASS PAR- Syncing. At the top, a message bar indicates "Save was successful" for the "Base Information" panel. Below this, a table displays allocation data for various categories. A modal dialog box is open in the center, displaying the message: "icuat.xco.dcs-usps.com says SYNC Complete. HIT SAVE NOW." with an "OK" button. At the bottom of the table, the "Sync" button is highlighted with a red box. Below the table, a summary row shows the following values: 1, 01/01/2021, 05/31/2021, Standard, 151, 5.000000000, 5.50, 3.50, 4.00.

Message Description	Panel	Field	Row
Save was successful	Base Information		

Health Maintenance	Standard Pricing Amount	Geographic Pricing Amount	HCPF Standard Pricing Difference
CDASS Monthly Allocation			
Homemaker	\$345.76	\$345.76	\$0.00
Personal Care	\$342.09	\$342.09	\$0.00
Enhanced Homemaker	\$393.15	\$393.15	\$0.00
Total Allocated Against SPAL	\$1,081.01	\$1,081.01	\$0.00
Health Maintenance	\$724.54		\$0.00
CDASS Total Monthly Allocation	\$1,805.55		\$0.00
CDASS Yearly Allocation			
Yearly (Allocated against SPAL)	\$7,567.04	\$7,567.04	\$0.00
Yearly (Outside of SPAL Allocation)	\$5,071.80	\$5,071.80	\$0.00
Total Yearly Allocation	\$12,638.84	\$12,638.84	\$0.00
CDASS Daily Rate			
Daily Rate (Allocated against SPAL)	\$35.36	\$35.36	\$0.00
Daily Rate (Outside of SPAL Allocation)	\$23.70	\$23.70	\$0.00
CDASS Daily Rate	\$59.06	\$59.06	\$0.00

Buttons: Calculate, Sync, delete, add

ie Number	CDASS Effective Date	CDASS End Date	Geo. Pricing	Days In CDASS Period	Months In CDASS Period	Homemaker	Enhanced Homemaker	Personal Care	Health
1	01/01/2021	05/31/2021	Standard	151	5.000000000	5.50	3.50	4.00	

Revising CDASS PAR- Allocation

4. Add Allocation 1:2

- Click 'add'
- Select dropdown and new allocation.
- Click on screen
- Click Calculate

By selecting 'Sign', you are confirming the Affirmation form is completed.

Available CDASS Task Worksheets* Geographic Pricing

Geographic Pricing

CDASS Effective Date

CDASS End Date

Days In CDASS Period

Months In CDASS Period

CDASS Weekly Hours of Service

Homemaker

Personal Care

Enhanced Homemaker

Health Maintenance

Standard Pricing Amount

CDASS Monthly Allocation

Homemaker

Personal Care

Enhanced Homemaker

Total Allocated Against SPAL

Health Maintenance

CDASS Total Monthly Allocation

CDASS Yearly Allocation

Yearly (Allocated against SPAL)

Yearly (Outside of SPAL Allocation)

Total Yearly Allocation

CDASS Daily Rate

Daily Rate (Allocated against SPAL)

Daily Rate (Outside of SPAL Allocation)

CDASS Daily Rate

Geographic Pricing Amount

HCPF Standard Pricing Difference

Calculate Sync delete add

Available CDASS Task Worksheets* 11/01/2021-12/31/2021

Geographic Pricing Standard

CDASS Effective Date

CDASS End Date

Days In CDASS Period

Months In CDASS Period

CDASS Weekly Hours of Service

Homemaker

Personal Care

Enhanced Homemaker

Health Maintenance

Standard Pricing Amount

CDASS Monthly Allocation

Homemaker

Personal Care

Enhanced Homemaker

Total Allocated Against SPAL

Health Maintenance

CDASS Total Monthly Allocation

CDASS Yearly Allocation

Yearly (Allocated against SPAL)

Yearly (Outside of SPAL Allocation)

Total Yearly Allocation

CDASS Daily Rate

Daily Rate (Allocated against SPAL)

Daily Rate (Outside of SPAL Allocation)

CDASS Daily Rate

Geographic Pricing Amount

HCPF Standard Pricing Difference

Calculate Sync delete add

Line Number	CDASS Effective Date	CDASS End Date	Geo. Pricing	Days In CDASS Period	Months In CDASS Period	Homemaker	Enhanced Homemaker	Personal Care	Health Maintenance	Homemaker
1	01/01/2021	10/31/2021	Standard	304	10.000000000	11.00	0.00	5.25	10.50	\$765.78
2	11/01/2021	12/31/2021	Standard	61	2.000000000	11.00	0.00	5.25	10.50	\$788.90



*** Note: Only add allocation following the successful 'sync' and 'save'**

Revising CDASS PAR-Adding Allocation Cont.

5. Add Allocation 2:2

- Click Calculate
- Check Both allocations are updated in the data panel
- Complete Affirmation form and Case Manager signature
- Click Save



***Note:**

1. Confirm allocations have calculated and days do not exceed 365.

2. Confirm service hours are correct and match prior allocation if 'copied'. **STOP** and revise TW if copy error occurred. Delete allocation line and go back to TW. Make sure to 'calculate' after any TW changes prior to saving TW.

Please complete the Affirmation form Below

Please note you will not be allowed to proceed unless you respond YES to each and then your affirmation will be recorded

Please Affirm: have you received the completed CDASS Physician Attestation of Consumer Capacity indicating the client is in stable health? ☒

Please Affirm: (if the Client has AR) have you received the completed Authorized representative Screen and Questionnaire form? ☐ Yes ☒ N/A

Please Affirm: (if the Client has AR) have you received the completed Authorized representative Designation and Affidavit form? ☐ Yes ☒ N/A

Please Affirm: have you completed the CDASS Task Worksheet? ☒

Please Affirm: have you received the completed Client/Authorized representative responsibilities form? ☒

Please Affirm: have you approved the client's Attendant Support Management Plan(ASMP)? ☒

Case Manager Signature: Packirisamy, Ravi - 09/30/2021

By selecting 'Sign', you are confirming the Affirmation form is completed.

Available CDASS Task Worksheets: 11/01/2021-12/31/2021

Geographic Pricing: Standard

CDASS Effective Date: 11/01/2021

CDASS End Date: 12/31/2021

Days In CDASS Period: 61

Months In CDASS Period: 2.0

CDASS Weekly Hours of Service

Homemaker	11
Personal Care	5.25
Enhanced Homemaker	0.00
Health Maintenance	10.50

Standard Pricing Amount

CDASS Monthly Allocation			
Homemaker	\$786.90	\$786.90	\$0.00
Personal Care	\$375.46	\$375.46	\$0.00
Enhanced Homemaker	\$0.00	\$0.00	\$0.00
Total Allocated Against SPAL	\$0.00	\$0.00	\$0.00
Health Maintenance	\$1,243.79	\$1,243.79	\$0.00
CDASS Total Monthly Allocation	\$2,406.15	\$2,406.15	\$0.00
CDASS Yearly Allocation			
Yearly (Allocated against SPAL)	\$0.00	\$0.00	\$0.00
Yearly (Outside of SPAL Allocation)	\$4,812.29	\$4,812.29	\$0.00
Total Yearly Allocation	\$4,812.29	\$4,812.29	\$0.00
CDASS Daily Rate			
Daily Rate (Allocated against SPAL)	\$0.00	\$0.00	\$0.00
Daily Rate (Outside of SPAL Allocation)	\$78.89	\$78.89	\$0.00
CDASS Daily Rate	\$78.89	\$78.89	\$0.00

Geographic Pricing Amount

HCPF Standard Pricing Difference

Line Number	CDASS Effective Date	CDASS End Date	Geo. Pricing	Days In CDASS Period	Months In CDASS Period	Homemaker	Enhanced Homemaker	Personal Care	Health Maintenance	Homemaker
1	01/01/2021	10/31/2021	Standard	304	10.000000000	11.00	0.00	5.25	10.50	\$786.90
2	11/01/2021	12/31/2021	Standard	61	2.000000000	11.00	0.00	5.25	10.50	\$786.90

Identifying Denver Unit Differential

6. Members with Denver Residence

- The allocation panel will auto populate if the member lives in Denver or is Standard Pricing (non-Denver)
- ‘Geographic Pricing’ will have Denver
- Once calculated, the ‘HCPF Standard Pricing Difference’ will have \$ amounts instead of ‘0.00’ for Standard



*Note: FMS Portals-Denver Interim Process

1. Either click on allocation line with Denver and take a screenshot for the FMS, or
2. Provide the ‘CDASS Total Monthly Allocation’ and ‘Total Yearly Allocation’ amounts located in 3rd column.

Contact FMS for assistance

Case Manager Signature Sign

By selecting 'Sign', you are confirming the Affirmation form is completed.

Available CDASS Task Worksheets* Denver

Geographic Pricing Denver

CDASS Effective Date

CDASS End Date

Days In CDASS Period

Months In CDASS Period

CDASS Weekly Hours of Service

Homemaker

Personal Care

Enhanced Homemaker

Health Maintenance

CDASS Monthly Allocation

Homemaker

Personal Care

Enhanced Homemaker

Total Allocated Against SPAL

Health Maintenance

CDASS Total Monthly Allocation \$123.45

CDASS Yearly Allocation

Yearly (Allocated against SPAL)

Yearly (Outside of SPAL Allocation)

Total Yearly Allocation \$1,234.56

CDASS Daily Rate

Daily Rate (Allocated against SPAL)

Daily Rate (Outside of SPAL Allocation)

CDASS Daily Rate

Update No.	Start Date of CDASS	End Date of CDASS	Geo. Pricing	FloorCare	Ba
1	09/01/2018	11/14/2018	Standard	30	
2	11/15/2018	08/31/2019	Denver	30	

Case Manager Signature Sign

By selecting 'Sign', you are confirming the Affirmation form is completed.

Available CDASS Task Worksheets* Denver

Geographic Pricing Denver

CDASS Effective Date

CDASS End Date

Days In CDASS Period

Months In CDASS Period

CDASS Weekly Hours of Service

Homemaker

Personal Care

Enhanced Homemaker

Health Maintenance

CDASS Monthly Allocation

Homemaker

Personal Care

Enhanced Homemaker

Total Allocated Against SPAL \$12.34

Health Maintenance \$67.89

CDASS Total Monthly Allocation

CDASS Yearly Allocation

Yearly (Allocated against SPAL) \$1,234.56

Yearly (Outside of SPAL Allocation) \$6,789.12

Total Yearly Allocation

CDASS Daily Rate

Daily Rate (Allocated against SPAL)

Daily Rate (Outside of SPAL Allocation)

CDASS Daily Rate

Monthly

Annual



Revising CDASS PAR- Add T2025 Service Line

7. Add an additional CDASS line Item

- Select 'Line Item' Tab
- Select T2025 line and hit 'Add'
- Add new CDASS services from drop down (T2025)
 - SLS may have 2 T2025 lines (U8 and U8 SE) to complete
- Enter 'end date'
- It will display multiple CDASS Lines until saved (notice the original T2025 line automatically changed end date)

i * Note: Line for T2040 does not need to be added or changed unless changing FMS provider with a different unit rate

The screenshot displays the 'Line Item' tab in the CDASS PAR system. At the top, there's a table with columns: Line, Status, Service Description, Units, Dollars, Eff Date, End Date, ADL, and IADL. A red arrow points to line 03. Below this is a detailed form for adding a new line. The form includes fields for Line (03), Rendering Provider ID, Provider Name, Service (T2025 - CDASS Services U1), Service Description (T2025 - CDASS Services U1), Units (77760), Dollars (\$0.01), Eff Date (4/1/2019), End Date (4/30/2019), Balance Units (\$0.00), Balance Dollars (\$0.00), Quantity Used Dollars (\$0.00), Quantity Used Units (0), Claims First Paid Date (N/A), Claims Last Paid Date (N/A), Receive Alert? (NO), Alert Threshold (90%), Status, Payment Method (Pay Unit Fee Price w/Unit Ltr), and Claims Activity. There are also checkboxes for Activities of Daily Living (Bathing, Dressing, Toileting, Mobility, Transferring, Eating, Supervision, Memory/Cognition) and Instrumental Activities of Daily Living (Hygiene, Medication Management, Transportation, Money Management, Shopping, Meal Preparation, Laundry, Accessing Resources, House Work). A Frequency Calculator section includes Unit Value, No. Days/Hrs/Trips, Days/Wk, No. of Weeks, No. of Months, Recommended Units, and Max Amount. At the bottom, there's a section for Goals with fields for Goal Num, Goal Text, Case Manager, and Date Added. The interface includes 'delete' and 'add' buttons at the bottom right.

Revising CDASS PAR-After Service Line Added

8. Merge CDASS Lines

- Click save and line will merge into one.

If line doesn't merge, STOP. Delete line and do no submit with multiple T2025 lines if there was not a gap in services.



* Note: New total units merged in line's calculation can be checked by adding the total units for each allocation line at the bottom of allocation tab.

- Allocation tab → scroll over → add annual units.
- Make sure T2025 has full CDASS certification start and end date

The screenshot shows the CDASS PAR system interface. At the top is a toolbar with buttons: Open Tab, save, cancel, new, help, Audit, and Show All. Below this is a message bar that says "Save was successful" and "Base Information".

The main form is divided into two columns. The left column contains fields for: MMIS PA Number, Bridge PPA Number (154095), PA Status (INACTIVE), Process Status (WORK IN PROGRESS), Amendment Status, Process Status Date (11/04/2019), Selected Benefit Plan (HCBS-Elderly, Blind and Disabled (EBD)), Provider ID (63407752), Current Benefit Plan (TXIX 01/01/2019-12/31/2299), and Claims Activity (checkbox). The right column contains fields for: Client ID (Z900067), Client Last Name (TEST), Client First Name (HAYLE), Client Birth Date (03/19/1999), Support Level, Receive Alert (NO), Cert Start Date (03/01/2019), Cert End Date (04/30/2019), Authorized SPAL/CES Limit (\$0.00), Total SPAL/CES Spend (\$0.00), HCBS AVG Daily Cost (\$28.53), LTHH AVG Daily Cost (\$0.00), and Total AVG Daily Cost (\$28.53). At the bottom of the form are buttons: Sync, Check Limits, Submit PPA, Delete, and Print.

Below the form is a table with tabs: Base Information, Line Item, Attachments, External Test, Internal Test, Claim List, Messages, and CDASS Allocation. The "CDASS Allocation" tab is selected. The table has columns: Line, Status, Service Description, Units, Dollars, Eff Date, End Date, ADL, and IADL. There are two rows:

Line	Status	Service Description	Units	Dollars	Eff Date	End Date	ADL	IADL
01	ACTIVE	T2025 -CDASS Services U1	153369.000	\$0.01	03/01/2019	04/30/2019	Y	N
02	ACTIVE	T2040 -FMS Vendor Fees U1	2.000	\$103.21	03/01/2019	04/30/2019	N	N

Submitting Revised CDASS PAR

9. Submission

- Once T2025 lines merged and saved, Hit check limits
- Resolve any issues or error messages if applicable
- Submit PPA
- PAR status will be displayed in data panel.
- PPA submitted successfully when message appears

i * **Note:** If error message appears, select the message tab. Message will show a code and select the code and error reason will generate. Make required changes, save, check limits and submit PPA.

Open Tab
save
cancel
new
help
Audit
Show All

Message Description	Panel	Field	Row
PPA is now awaiting system submission to PA. Base Information			

MMIS PA Number
Bridge PPA Number
PA Status
Process Status
Amendment Status
Process Status Date
Selected Benefit Plan
Provider ID
Current Benefit Plan
Claims Activity

Client ID
Client Last Name
Client First Name
Client Birth Date
Support Level
Receive Alert
Cert Start Date
Cert End Date
Authorized SPAL/CES Limit
Total SPAL/CES Spend
HCBS AVG Daily Cost
LTHH AVG Daily Cost
Total AVG Daily Cost

Sync
Check Limits
Submit PPA
Delete
Print

Line	Status	Service Description	Units	Dollars	Eff Date	End Date	ADL	IADL
01	APPROVED	T2025 -CDASS Services U1	148779.000	\$0.01	03/01/2019	04/30/2019	Y	N
02	APPROVED	T2040 -FMS Vendor Fees U1	2.000	\$103.21	03/01/2019	04/30/2019	N	N

PAR Revision Completion

Submitted PPA Successfully

- Complete Required Steps in the FMS Portal (Denver members may have an extra step to complete with the FMS)
- Move on to the next PAR
- Once approved in the FMS portal, the CM sends Client Notification Letter using only the amounts in the FMS portals.

i * **Note:** The Bridge batches 1x per night around 7pm. The FMS would not have view in the provider portal of the updated units until the following day. If entered in the Bridge after 7pm, the revision would not be batched until the following night resulting in provider portal not having the update for 2 days.



Some CDASS Error Codes

B015

SLS CDASS-SPAL Spending Exceeds Limits

- Resolution is to edit last task worksheet or lower units from other services.
- Further questions for SPAL is to reach out to the Department.

B075

CDASS - Affirmation Form incomplete

- Resolution is to Complete the Allocation form and hit save.

B037

Exceeds Daily Cost

- Resolution is to have a supervisor complete the 'submit PPA' using their supervisor credentials.

B077

CDASS - Procedure code missing

- Resolution is to add one of the CDASS Services to the line item.

Helpful Tips

1. **Take it slow. Missing a step creates errors, resulting in extra work for you.**
2. **Know how the different parts of the Bridge connect.**
 - a. Client Information: CDASS Task Worksheet → the Bridge PPA: Allocation Tab and allocation lines → the Bridge PPA: Service Lines (T2025)
 - b. Missing a 'save' or 'sync' step loses the connection (or communicates incorrectly) to the next parts results a ripple effect of errors in each part after the missed step.
3. **You can have two (2) tabs open, 1 for Client Information and 1 for the PPA.**
 - a. 'Right click' when opening client information or when opening PPA search
 - b. After saving the updated task worksheet in client information, make sure to 'refresh' the PPA page before updating the allocation line.
4. **Line numbers will be out of order In the CDASS task worksheet in the client information.**
 - a. Please sort by clicking on 'Update No.' and it will put them in order.
5. **Make sure you reselect the task worksheet you want to copy after you have completed the end date and save.**
 - a. Double check service hours match and were copied correctly.
 - b. Delete the task worksheet copied if it's wrong or only blank. Click on last task worksheet and hit copy to try again.
 - c. Once you have the allocation line attached to the PA, you will not be able to revise and must contact the help desk.
6. **If you click on the allocation line and a pop up for syncing doesn't generate:**

Stop! Do not add the new allocation) and go back to the client information and make sure it was saved successfully. Then refresh PPA and try again.

Helpful Tips

7. There are pop-ups that provide instructions about steps to be completed.

- a. Make sure you 'save' after selecting the 'sync' in the CDASS allocation. Not saving after will result in errors when adding the line item.
- b. Make sure to 'save' after adding the new allocation line. No save = error with service line

8. Double check the allocation lines for the correct number of days. If it doesn't recalculate number of days, STOP. There should not be more than 365 days combined total.

- a. If you haven't added the new allocation, stop. Go back to the task worksheet and make sure it saved; refresh and try steps again.
- b. If you have added the new allocation, delete the allocation line added. Refresh the tab. Go back to the task worksheet and redo.

9. Make sure you 'save' the allocation updates prior to adding the T2025 service line/s.

10. There should only be (1) T2025 with the same modifier. The T2025 allocation lines merge into 1 service line.

- a. Separate T2025 lines with same modifier will create issues and require a data fix if fully submitted.
- b. If lines don't merge after saving, stop! Delete the new line. Work backwards – delete the new service line, delete allocation line, and delete task worksheet. Redo all steps making sure all steps are saved.

11. Check to make sure the T2025 line (s) have the start date from the original allocation start date to the last end date (full span).

- a. Do not submit if there is only partial start and end date.

12. If you aren't sure if something is correct:

STOP. Do not click 'Submit PPA'.

Quick Reference

1. Login into MEUPS
2. Look up PA # in Bridge (Main Menu→ Bridge→ PPA Search→ Enter PA #)
3. Look up client in Bridge (Main Menu→ Bridge→ Client search/info→ Click Task Worksheet (TW) Tab
4. Click most recent TW→ end date 12/31/21 TW→ Click save
5. Select (**AGAIN**) last end dated 12/31 TW→ click COPY→ Enter 1/1/22 start date and cert. end date → Calculate→ Save
6. Go to PA or refresh page if 2 tabs open→ Select Allocation tab→ Select most recent allocation line→ sync→ save
7. Click Add→ Select 1/1/22 allocation from drop down→ click on screen and click Calculate→ Check Affirmation & sign→ Save * **Check amount of days don't exceed 365 total and service hours match prior allocation**
8. Select Line Item Tab→ Select T2025 line→ Add T2025 from dropdown→ Enter End Date→ Click Save *SLS may have two T2025 lines to add (U8 and U8 SE)
9. Select Check Limits→ Submit PPA or resolve errors→ Complete Revision in FMS portal

Contact Info

CCM Help Desk

Bridge Issues or Questions

ccmhelpdesk@gainwelltechnologies.com

Participant Directed Programs Unit

General CDASS Questions

HCPF_pdp@state.co.us

Thank you!