



## Quick Reference Guide - CDASS PAR Revision Steps for Case Managers

1. **Update CDASS Task Worksheet (TW):** Navigate to CDASS TW (Main Menu → Bridge → Client Search → Search and Select Client → Select/Open CDASS Task Worksheet (TW) Tab
2. **Revise past Task Worksheet:** Click on top of the “Update No.” to sort the column numerically → Select TW that is being revised → update End Date → **Click ‘Save’**
3. **Create new CDASS Task Worksheet:** Add a new TW or Copy a past TW

To **ADD**: Click ‘Add’ → Enter Dates → Enter min/week → Click ‘Calculate’ → **Click ‘Save’**

To **COPY**: Select CDASS Task WS that is being copied → Click ‘Copy’ → Enter Dates → Verify Amounts → If needed, make updates and then click ‘Calculate’ → **Click ‘Save’**

**i** **Note:** You **MUST** click on the TW again even if it looks as though it is already selected. If you want the hours to remain the same, you **MUST** copy the most recent TW. **DO NOT** change the start date of any past WS when completing the revision.

4. **Revise the PPA:** Navigate to PPA CDASS Allocation (Main Menu → Bridge → PPA Search → Search and Select PPA → Select/Open CDASS Allocation tab
5. **Sync Changes:** Select CDASS Allocation that corresponds with CDASS Task WS that was end dated (pop up will appear, click OK) → Click Allocation ‘Sync’ (pop up will appear, click OK) → **Click ‘Save’**

**i** **Note:** You **MUST** click Save after clicking Sync. This updates the CDASS Line to reflect changes made when syncing the Allocation. Revisions cannot be correctly completed if this step is missed.

6. **Add new CDASS Allocation:** Click ‘Add’ → Complete Affirmation → Select dates from ‘Available CDASS Task Worksheets’ drop down → Click ‘Sign’ → Click ‘Calculate’ → Verify amounts calculated → **Click ‘Save’**

**i** **Note:** Check the allocations list below to ensure that the days, dates, and totals are correct. Please contact the Help Desk if the information is incorrect.

7. **Enter new CDASS Line Item:** Select Line Item Tab → Click ‘Add’ → Select T2025 from ‘Service’ drop down → Units, Dollars, and Effective Date will populate from last entered CDASS Allocation → Enter ‘End Date’ → **Click ‘Save’**

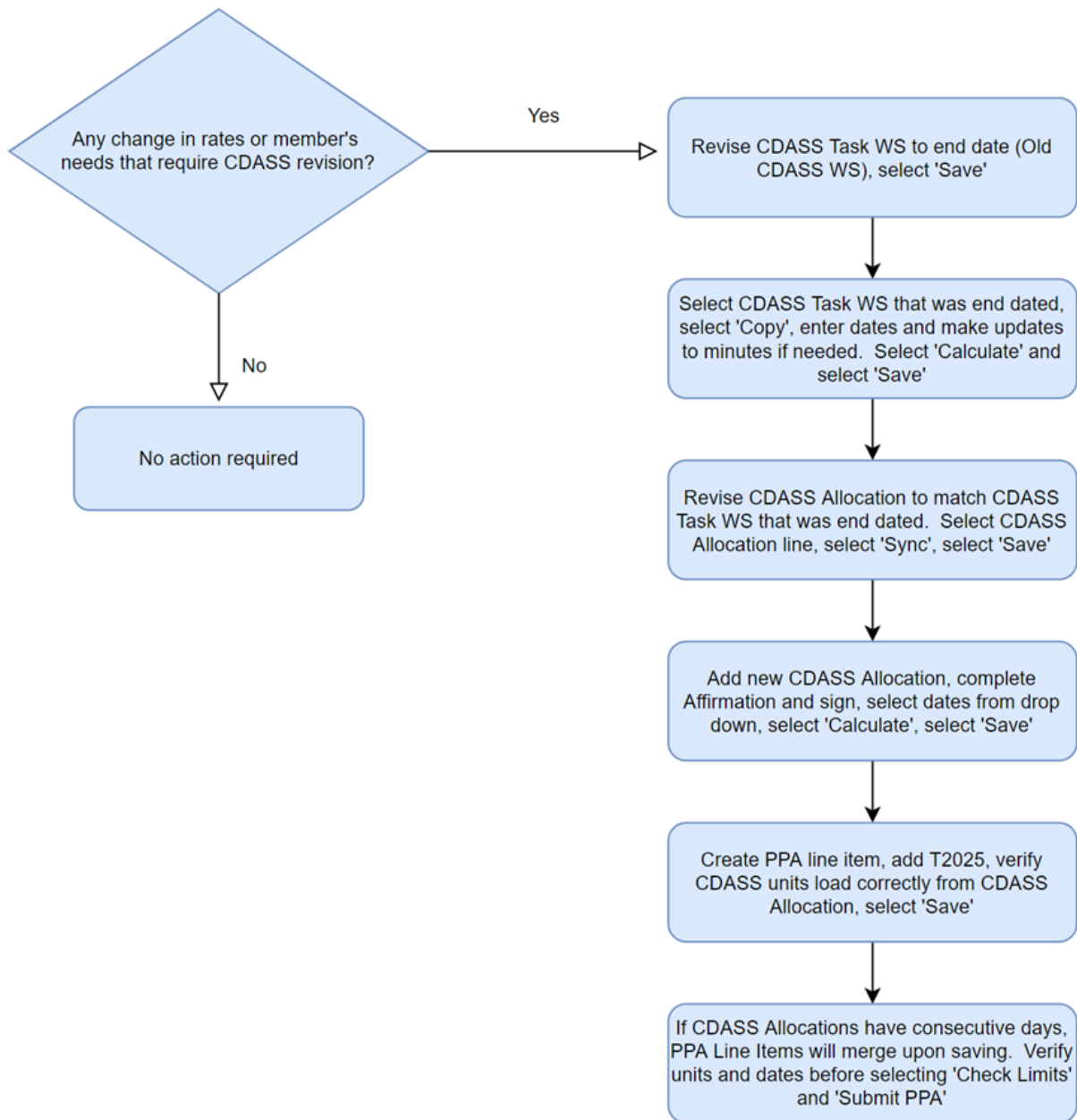
**i** **Note:** T2025 lines with consecutive dates will merge upon saving. Lines with gaps in dates will not. Review and verify T2025 units, dollars, and dates are correct before submitting. PPAs for HCBS-SLS may have two T2025 lines (U8 and U8 SE). Please contact the Help Desk if the information in the PPA is incorrect.

8. **Submit PPA:** Click ‘Check Limits’ and resolve any errors → Click ‘Submit PPA’

### Contact Help Desk

If you continue to have issues with revising your PAR, please contact the CCM Helpdesk by emailing [ccmhelphdesk@gainwelltechnologies.com](mailto:ccmhelphdesk@gainwelltechnologies.com)

# Quick Reference Guide - CDASS PAR Revision Workflow for Case Managers



## Common Error Codes

- B037 Error Code - Exceeds Daily Cost. Please have a supervisor review and 'Submit PPA'.
- B075 Error Code - CDASS Affirmation form is incomplete. Please complete the Allocation Affirmation form and 'Save'.
- B077 Error Code - CDASS Procedure Code is missing. Please add one of the CDASS Services to the Line Item and 'Save'.