



CDASS Allocation Increase Workflow Process

CDASS participant allocations are receiving the following increases effective March 1, 2019:

- An increase of 6.5% for Homemaker, Enhanced Homemaker and Personal Care services.

Please note these increases are for the following waivers:

- Supported Living Services

What are Community Centered Boards (CCB) case managers required to do?

Review:

- Each Financial Management Service (FMS) vendor has developed instructions for case management agencies on how to revise a participant's prior authorization request (PAR) in their FMS portal. Included will be instructions on locating the participant's allocation prior to the 3/1/2019 rate increase and the participant's increased allocation effective 3/1/2019.

PAR Revision:

- The case manager will complete the following steps to revise the PAR:
 - The case manager will revise the PAR in the FMS portal following the instructions provided from the FMS vendor.
 - 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 2/28/2019. The case manager will then add a new CDASS task worksheet with a start date of 3/1/2019. The task worksheet hours entered by the case manager for 3/1/2019 will match the hours entered on the previous task worksheet unless the case manager is also completing a revision based on increased client 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.**

Detailed instructions for the CDASS revision process in Bridge are available at <https://www.colorado.gov/pacific/hcpf/long-term-services-and-supports-training>.

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.



- A PAR with a 3/1/2019 start date will be completed by the case manager using the Bridge and FMS portal. Case managers will not create a PAR starting 3/1/2019 before 1/14/2019 to allow the Bridge and FMS portals to be updated with the new CDASS rates.

Send:

- Case managers must complete and send a 10-day notice by **2/15/2019** to all participants enrolled in CDASS in your agency. The notice must indicate the CDASS participant’s monthly and annual allocation before the 3/1/2019 rate change and after the 3/1/2019 rate change.
 - FMS vendors have provided instruction 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 participants notified of their allocation change will be provided to each case management agency during training tentatively scheduled for **January 14-22, 2019**.
- Each CCB agency must complete the attached spreadsheet titled “CDASS Client Allocation Notification for Rate Increase Effective 3.1.19.” with the **date each participant 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 at the Department by 2/15/2019.**
- Example table from the 10-day notice to the client:

	Allocation Amount Prior to this Change	NEW Allocation Amount Effective March 1, 2019
Monthly Personal Care and Homemaker Allocation Amount	\$ 0,000.00	\$ 0,000.00
Monthly Health Maintenance Allocation (no rate change)	\$ 0,000.00	No Change- Health Maintenance Allocation remains the same
Yearly Allocation Amount	\$ 0,000.00	\$ 0,000.00

- Notify the FMS vendor of the PAR approval by **2/26/2019**.

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

