CDASS PAR Correction Instructions

Instructions for CDASS Rate Change Revisions - PARs entered or revised prior to September 30, 2022

Colorado InterChange - Case Manager Guide 10/2022



Instruction Overview

CDASS PARs revised prior to September 30, 2022 for the January 1 rate change did not capture the accurate increased monthly allocation amount and must be revised in the Interchange / Bridge system.

This instruction provides steps for correcting all PARs revised prior to September 30, 2022 for the January 1 rate change.



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CDASS Services on a PAR - Fix

To correct the monthly allocation amounts on the newly revised PAR, two areas must be addressed within the Bridge:

- 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. <u>CDASS Allocation</u>: This is where the user will attach the CDASS Task Worksheet and create service allocations for the PPA cert span.



CDASS PAR Revision - Fix

To correct a PAR that was revised prior to the 1/1 rates being updated in the system, only the end date for the newly created Task Worksheet and Allocation with 1/1/2023 start date will be temporarily adjusted to "recalibrate" the system.

No other changes to the PAR are required.

The most recently revised Task Worksheet with an end date of 12/31/2022 **does not** need to be adjusted.

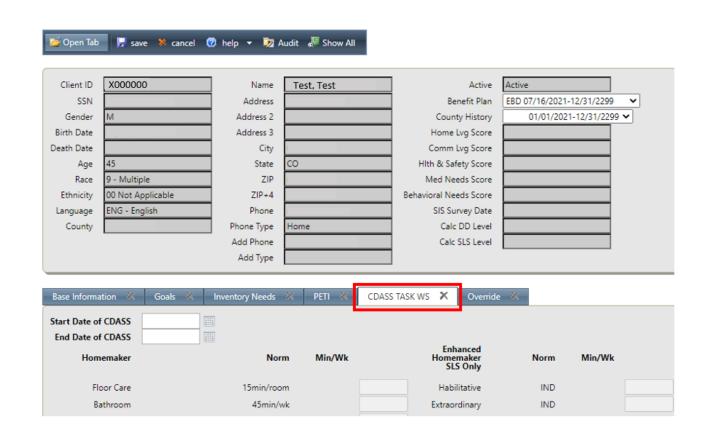
Note: If the PAR is open in a separate tab, make sure to refresh the page to allow for the PAR to know the task worksheet had changes made to it.

Locating a CDASS Task Worksheet (Details)

Step 1. Select CDASS Task Worksheet

Find the CDASS Task Worksheet by searching for the member under the "Client Search" or "Client Information" function in Bridge.

TIP: If the CDASS Task WS tab does not appear, hover the curser over "Open Tab" and select CDASS Task WS from the list.

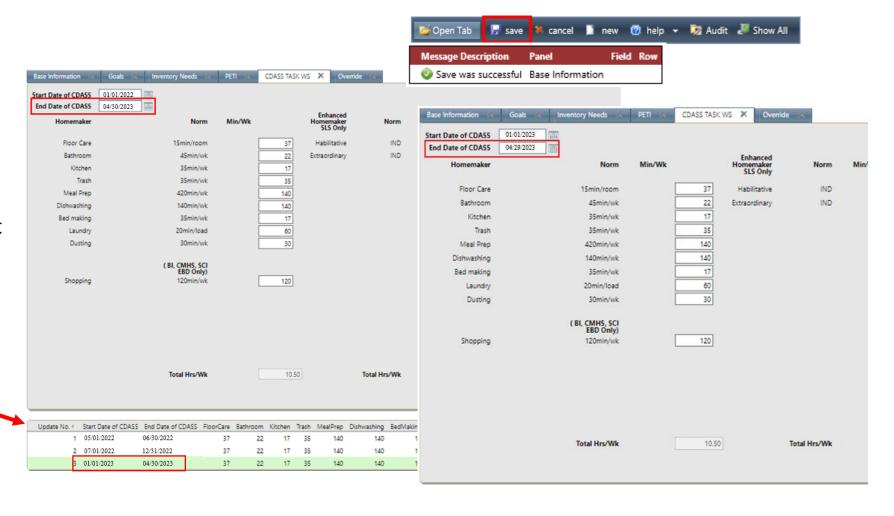


Correcting CDASS PAR

Step 2. End Current Task WS with 1/1/23 start date

- Select corresponding worksheet
- End date it one (1) day prior
- Hit save.

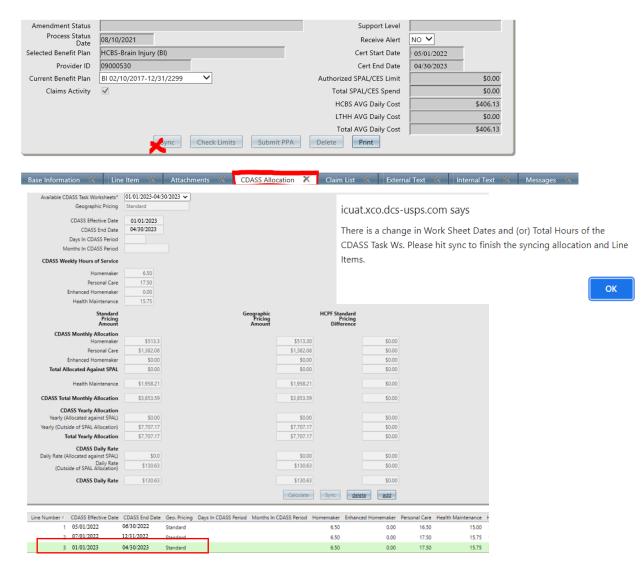
*Note: Clicking "Update No." will put the task worksheets in chronological order.



Revising CDASS PAR- Syncing

Step 3. Update the CDASS Allocation

- Locate the desired PAR If using 2 tabs, remember to refresh the page
 - ** Do **not** select "sync" under base information panel if message populates when accessing desired PAR
- Select the CDASS Allocation tab
- Select the most recent CDASS Allocation with 1/1/23 start date
- A message will populate that a change was made to CDASS Task WS.
- Click "OK"

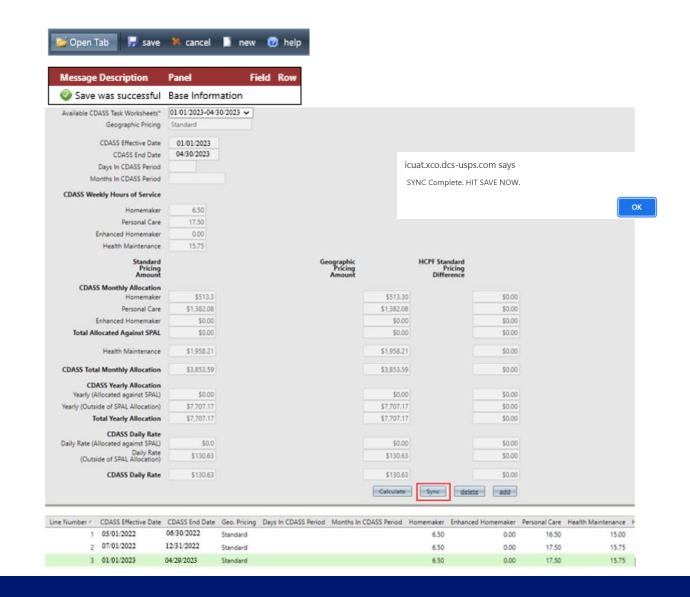


Revising CDASS PAR- Syncing Cont.

Step 4. Sync Allocation

- Click "Sync"
- A message will populate that the sync was complete
 - * If no message appears, click sync again. Do not continue without it.
- Click "Save"
 - Make sure the 'save was successful' appears message prior to continuing
 - * Note: Only sync CDASS changes in allocation tab.

Do Not Add a New Allocation!

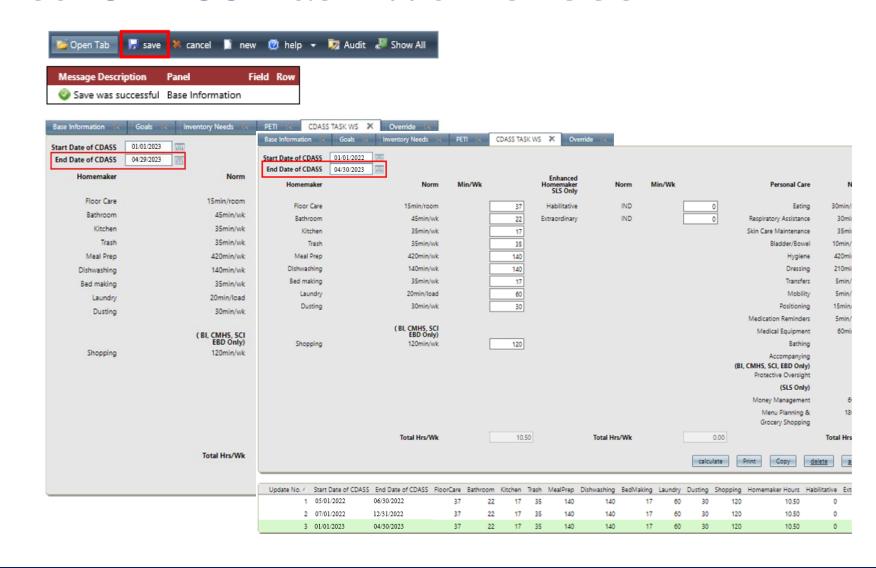


Return to CDASS Task Worksheet

Step 5. Revert End Date on Current Task WS with 1/1/23 start date

- Navigate back to the Task
 Worksheet if using 2 tabs, refresh the TW page.
- Select corresponding worksheet
- Change end date back to the correct end date
- Click "Calculate"
- Click "Save"

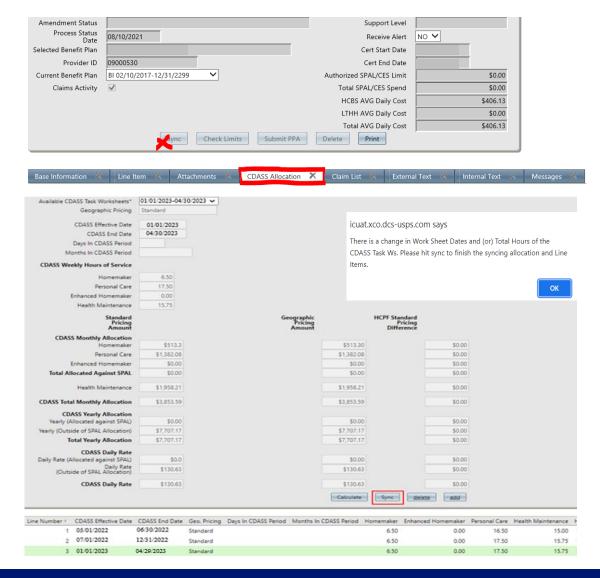
*Note: Clicking "Update No." will put the task worksheets in chronological order.



Updating CDASS Allocation- Syncing

Step 6. Update the CDASS Allocation back to correct end date.

- Locate the desired PAR If using 2 tabs, remember to refresh the page
 - * Do **not** select "sync" under base information panel if message populates when accessing desired PAR
- Select the CDASS Allocation tab
- Select the most recent CDASS Allocation with 1/1/23 start date
- A message will populate that a change was made to CDASS Task WS.
- Click "OK"

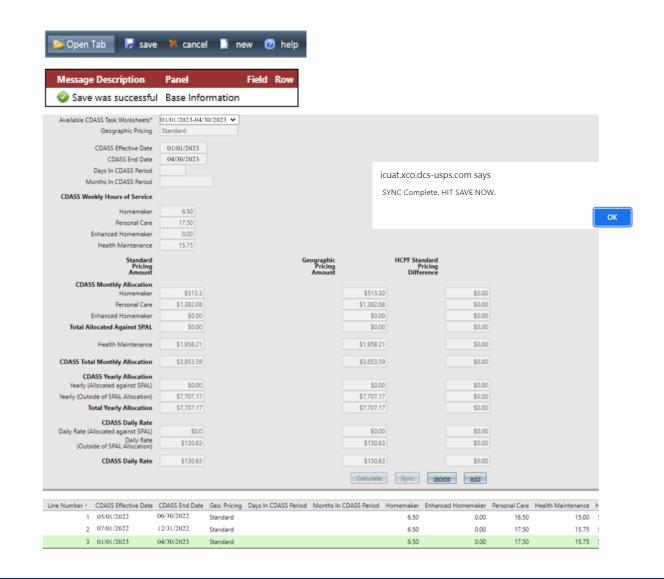


Updating CDASS Allocation- Syncing Cont.

Step 7. Sync Allocation

- Click "Sync"
- A message will populate that the sync was complete
 - * If no message appears, click sync again. Do not continue without it.
- Click "Save"
 - Make sure the 'save was successful' appears message prior to continuing
 - * Note: Only sync CDASS changes in allocation tab.

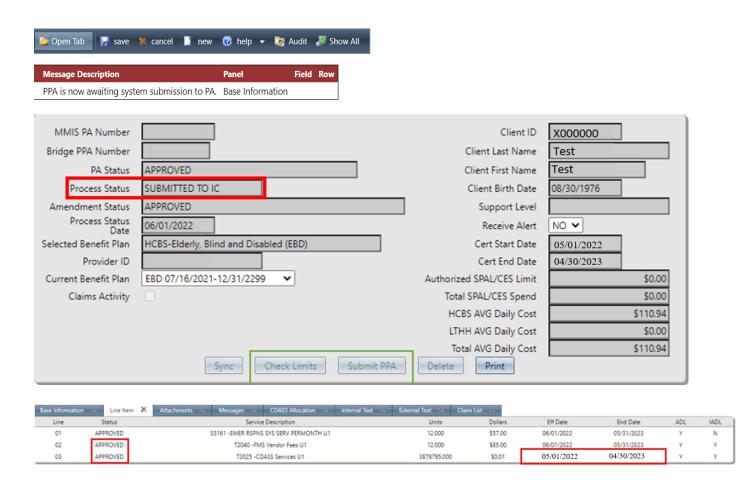
Do Not Add a **New** Allocation!



Reviewing & Submitting Corrected PAR

Step 8. Review and Submit PPA

- Select 'Line Item' Tab
- Do NOT add a new T2025 line T2025 automatically updated if steps completed correctly
- Click "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
 - *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



Next Steps: Following PAR Correction in Bridge

Once the PAR has been corrected in Bridge, the next step is to complete the revision in the FMS portal. More information about completing the FMS PAR revision can be viewed in the applicable FMS Rate Change Guides for PPL and Palco.

The FMS PAR Revisions Guides can be found on the CDCO webpage at consumerdirectco.com/cdass-resources/

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 hitsave.

B037

Exceeds Daily Cost

-Resolution is to have a supervisor complete the 'submit PPA' using their supervisor credentials. If PAR remains pended, the supervisor may send an email to LTSSOCC@state.co.us to push through the PAR.

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.
- 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 page and try again.



- 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:
 - a. STOP. Do not click 'Submit PPA'.



Quick Reference

- 1. Look up client in Bridge (Main Menu \rightarrow Bridge \rightarrow Client search/info \rightarrow Click Task Worksheet (TW) Tab).
- 2. Click most recent TW (this TW should have a 7/1/22 start date) \rightarrow change end date to one day prior to certification end date \rightarrow Click "Save"
- 3. Look up PA # in Bridge (Main Menu \rightarrow Bridge \rightarrow PPA Search \rightarrow Enter PA # (or refresh page if 2 tabs open)
- 4. Select Allocation tab \rightarrow Select most recent allocation line \rightarrow sync \rightarrow save.
- 5. Return to TW (or Refresh Page if 2 tabs open) Task Worksheet → Click most recent TW → change end date back to correct end date → Click "Calculate" → Click "Save"
- 6. Return to PA # in Bridge or Refresh Page if 2^{nd} tab \rightarrow Select Allocation tab \rightarrow Select most recent allocation line \rightarrow sync \rightarrow save. * Confirm the number of days do not exceed 365 total and the service hours match prior allocation
- 7. Select Line Item Tab \rightarrow review T2025 line and confirm the start and end date are updated and correct
- 8. Select Check Limits → Submit PPA or resolve errors
- 9. Complete resubmission 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!