

# 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.**

# Table of Contents

<b>Areas Needing to be Addressed by this Fix.....</b>	<b>Slide 4-5</b>
<b>Correction Steps.....</b>	<b>Slide 6-13</b>
<b>Next Steps.....</b>	<b>Slide 14</b>
<b>Error Codes.....</b>	<b>Slide 15</b>
<b>Helpful Tips.....</b>	<b>Slide 16-17</b>
<b>Quick Reference.....</b>	<b>Slide 18</b>

# 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:

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.

# 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 “re-calibrate” 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 cursor over “Open Tab” and select CDASS Task WS from the list.

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 fields for Client ID (X000000), SSN, Gender (M), Birth Date, Death Date, Age (45), Race (9 - Multiple), Ethnicity (00 Not Applicable), Language (ENG - English), and County. The second column contains fields for Name (Test, Test), Address, Address 2, Address 3, City, State (CO), ZIP, ZIP+4, Phone, Phone Type (Home), Add Phone, and Add Type. The third column contains fields for Active (Active), Benefit Plan (EBD 07/16/2021-12/31/2299), County History (01/01/2021-12/31/2299), 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. Below the client information, there is a tabbed interface with tabs: Base Information, Goals, Inventory Needs, PETI, CDASS TASK WS (highlighted with a red box), and Override. The CDASS TASK WS tab is active, showing a table with columns: Start Date of CDASS, End Date of CDASS, Homemaker, Norm, Min/Wk, Enhanced Homemaker SLS Only, and Min/Wk. The table has two rows: Floor Care and Bathroom. The Floor Care row shows 15min/room for Norm and Min/Wk, and Habilitative for Enhanced Homemaker SLS Only. The Bathroom row shows 45min/wk for Norm and Min/Wk, and Extraordinary for Enhanced Homemaker SLS Only.

Start Date of CDASS	End Date of CDASS	Homemaker	Norm	Min/Wk	Enhanced Homemaker SLS Only	Min/Wk
		Floor Care	15min/room		Habilitative	IND
		Bathroom	45min/wk		Extraordinary	IND

# 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.

Message Description Panel Field Row

Save was successful Base Information

Base Information Goals Inventory Needs PETI CDASS TASK WS Override

Start Date of CDASS 01/01/2022

End Date of CDASS 04/30/2023

Homemaker	Norm	Min/Wk	Enhanced Homemaker SLS Only	Norm	Min/Wk
Floor Care	15min/room	37	Habilitative	IND	
Bathroom	45min/wk	22	Extraordinary	IND	
Kitchen	35min/wk	17			
Trash	35min/wk	35			
Meal Prep	420min/wk	140			
Dishwashing	140min/wk	140			
Bed making	35min/wk	17			
Laundry	20min/load	60			
Dusting	30min/wk	30			
Shopping	(BI, CMHS, SCI EBD Only) 120min/wk	120			
Total Hrs/Wk		10.50	Total Hrs/Wk		

Update No. Start Date of CDASS End Date of CDASS FloorCare Bathroom Kitchen Trash MealPrep Dishwashing BedMakin

1	05/01/2022	06/30/2022	37	22	17	35	140	140	1
2	07/01/2022	12/31/2022	37	22	17	35	140	140	1
3	01/01/2023	04/30/2023	37	22	17	35	140	140	1

# 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"

Amendment Status: [ ]  
 Process Status Date: 08/10/2021  
 Selected Benefit Plan: HCBS-Brain Injury (BI)  
 Provider ID: 09000530  
 Current Benefit Plan: BI 02/10/2017-12/31/2299  
 Claims Activity: ☒  
 Support Level: [ ]  
 Receive Alert: NO  
 Cert Start Date: 05/01/2022  
 Cert End Date: 04/30/2023  
 Authorized SPAL/CES Limit: \$0.00  
 Total SPAL/CES Spend: \$0.00  
 HCBS AVG Daily Cost: \$406.13  
 LTHH AVG Daily Cost: \$0.00  
 Total AVG Daily Cost: \$406.13  
 Buttons: ~~sync~~ Check Limits Submit PPA Delete Print

Base Information | Line Item | Attachments | **CDASS Allocation** | Claim List | External Text | Internal Text | Messages

Available CDASS Task Worksheets: 01/01/2023-04/30/2023  
 Geographic Pricing: Standard  
 CDASS Effective Date: 01/01/2023  
 CDASS End Date: 04/30/2023  
 Days In CDASS Period: [ ]  
 Months In CDASS Period: [ ]

**CDASS Weekly Hours of Service**

Standard Pricing Amount	Geographic Pricing Amount	HCPF Standard Pricing Difference
CDASS Monthly Allocation		
Homemaker: \$513.30	\$513.30	\$0.00
Personal Care: \$1,382.08	\$1,382.08	\$0.00
Enhanced Homemaker: \$0.00	\$0.00	\$0.00
Total Allocated Against SPAL: \$0.00	\$0.00	\$0.00
Health Maintenance: \$1,958.21	\$1,958.21	\$0.00
CDASS Total Monthly Allocation: \$3,853.59	\$3,853.59	\$0.00
CDASS Yearly Allocation		
Yearly (Allocated against SPAL): \$0.00	\$0.00	\$0.00
Yearly (Outside of SPAL Allocation): \$7,707.17	\$7,707.17	\$0.00
Total Yearly Allocation: \$7,707.17	\$7,707.17	\$0.00
CDASS Daily Rate		
Daily Rate (Allocated against SPAL): \$0.00	\$0.00	\$0.00
Daily Rate (Outside of SPAL Allocation): \$130.63	\$130.63	\$0.00
CDASS Daily Rate: \$130.63	\$130.63	\$0.00

Buttons: 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
1	05/01/2022	06/30/2022	Standard			6.50	0.00	16.50	15.00
2	07/01/2022	12/31/2022	Standard			6.50	0.00	17.50	15.75
3	01/01/2023	04/30/2023	Standard			6.50	0.00	17.50	15.75



# 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.

Open Tab save cancel new help

Message Description	Panel	Field	Row
Save was successful	Base Information		

Available CDASS Task Worksheets\* 01/01/2023-04/30/2023

Geographic Pricing Standard

CDASS Effective Date 01/01/2023

CDASS End Date 04/30/2023

Days In CDASS Period

Months In CDASS Period

CDASS Weekly Hours of Service

Homemaker	6.50
Personal Care	17.50
Enhanced Homemaker	0.00
Health Maintenance	15.75

Standard Pricing Amount

CDASS Monthly Allocation

Homemaker	\$513.30
Personal Care	\$1,382.08
Enhanced Homemaker	\$0.00
Total Allocated Against SPAL	\$0.00

Health Maintenance \$1,958.21

CDASS Total Monthly Allocation \$3,853.59

CDASS Yearly Allocation

Yearly (Allocated against SPAL)	\$0.00
Yearly (Outside of SPAL Allocation)	\$7,707.17
Total Yearly Allocation	\$7,707.17

CDASS Daily Rate

Daily Rate (Allocated against SPAL)	\$0.00
Daily Rate (Outside of SPAL Allocation)	\$130.63
CDASS Daily Rate	\$130.63

Geographic Pricing Amount

HCPF Standard Pricing Difference

Calculate Sync delete add

icuat.xco.dcs-usps.com says  
SYNC Complete. HIT SAVE NOW.

OK

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
1	05/01/2022	06/30/2022	Standard			6.50	0.00	16.50	15.00
2	07/01/2022	12/31/2022	Standard			6.50	0.00	17.50	15.75
3	01/01/2023	04/29/2023	Standard			6.50	0.00	17.50	15.75

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.

The screenshot shows the CDASS Task Worksheet interface. The top toolbar includes buttons for 'Open Tab', 'save' (highlighted with a red box), 'cancel', 'new', 'help', 'Audit', and 'Show All'. Below the toolbar, a message box states 'Save was successful' and 'Base Information'. The main window displays the 'CDASS TASK WS' tab, showing a table with columns for 'Start Date of CDASS', 'End Date of CDASS', and various task categories like 'Homemaker', 'Enhanced Homemaker SLS Only', and 'Personal Care'. The 'End Date of CDASS' field is highlighted with a red box and set to 04/29/2023. The table also includes a 'Total Hrs/Wk' column.

Update No.	Start Date of CDASS	End Date of CDASS	FloorCare	Bathroom	Kitchen	Trash	MealPrep	Dishwashing	BedMaking	Laundry	Dusting	Shopping	Homemaker Hours	Habilitative	Ext
1	05/01/2022	06/30/2022	37	22	17	35	140	140	17	60	30	120	10.50	0	
2	07/01/2022	12/31/2022	37	22	17	35	140	140	17	60	30	120	10.50	0	
3	01/01/2023	04/30/2023	37	22	17	35	140	140	17	60	30	120	10.50	0	

# 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"

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
1	05/01/2022	06/30/2022	Standard			6.50	0.00	16.50	15.00
2	07/01/2022	12/31/2022	Standard			6.50	0.00	17.50	15.75
3	01/01/2023	04/29/2023	Standard			6.50	0.00	17.50	15.75

# 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!**

The screenshot shows a software interface for updating CDASS allocation. At the top, a message bar indicates "Save was successful" under the "Base Information" panel. Below this, there are several input fields for "Available CDASS Task Worksheets", including "Geographic Pricing" (Standard), "CDASS Effective Date" (01/01/2023), "CDASS End Date" (04/30/2023), "Days In CDASS Period", and "Months In CDASS Period". There are also fields for "CDASS Weekly Hours of Service" for Homemaker (6.50), Personal Care (17.50), Enhanced Homemaker (0.00), and Health Maintenance (15.75). A table shows "CDASS Monthly Allocation" and "CDASS Yearly Allocation" for various services, with values like \$513.30 for Homemaker monthly and \$7,707.17 for yearly. At the bottom, a table lists allocation lines with columns for Line Number, CDASS Effective Date, CDASS End Date, Geo. Pricing, Days In CDASS Period, Months In CDASS Period, Homemaker, Enhanced Homemaker, Personal Care, and Health Maintenance. The third line is highlighted in green, showing dates 01/01/2023 to 04/30/2023 and allocation values of 6.50, 0.00, 17.50, and 15.75 respectively.

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
1	05/01/2022	06/30/2022	Standard			6.50	0.00	16.50	15.00
2	07/01/2022	12/31/2022	Standard			6.50	0.00	17.50	15.75
3	01/01/2023	04/30/2023	Standard			6.50	0.00	17.50	15.75

# 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 error reason will generate. Make required changes, save, check limits and submit PPA

The screenshot displays the PPA submission interface. At the top, a message bar states: "PPA is now awaiting system submission to PA. Base Information". Below this, the 'Base Information' panel contains various fields for client and PPA details. The 'Process Status' field is highlighted with a red box and contains the value 'SUBMITTED TO IC'. To the right, a table lists financial metrics. At the bottom, the 'Line Item' table is visible, with the 'Status' column highlighted in red for all three rows.

Line	Status	Service Description	Units	Dollars	Eff Date	End Date	ADL	IADL
01	APPROVED	\$5161 -EMER RSPNS SYS SERV PERMONTH U1	12.000	\$57.00	06/01/2022	05/31/2023	Y	N
02	APPROVED	T2040 -FMS Vendor Fees U1	12.000	\$85.00	06/01/2022	05/31/2023	Y	Y
03	APPROVED	T2025 -CDASS Services U1	3878795.000	\$0.01	05/01/2022	04/30/2023	Y	Y

# 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/](https://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 pending, the supervisor may send an email to [LTSSOCC@state.co.us](mailto: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.



# 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:**

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

# Quick Reference

1. Look up client in Bridge (Main Menu → Bridge → Client search/info → Click Task Worksheet (TW) Tab).
2. Click most recent TW (this TW should have a 7/1/22 start date) → change end date to one day prior to certification end date → Click “Save”
3. Look up PA # in Bridge (Main Menu → Bridge → PPA Search → Enter PA # (or refresh page if 2 tabs open)
4. Select Allocation tab → Select most recent allocation line → sync → 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<sup>nd</sup> tab → Select Allocation tab → Select most recent allocation line → sync → save. \* Confirm the number of days do not exceed 365 total and the service hours match prior allocation
7. Select Line Item Tab → 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](mailto:ccmhelpdesk@gainwelltechnologies.com)**

**Participant Directed Programs Unit**

**General CDASS Questions**

**[Hcpf\\_pdp@state.co.us](mailto:Hcpf_pdp@state.co.us)**

# Thank you!