



Dear Case Manager,

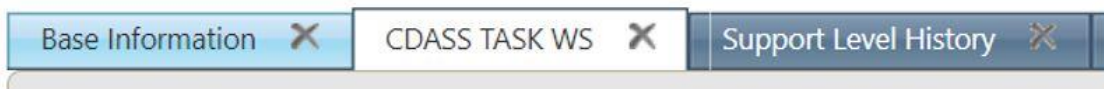
The January 1, 2023, Consumer-Directed Attended Support Services (CDASS) rate increase is quickly approaching. In preparation for the upcoming CDASS Prior Authorization Request (PAR) revisions, read the following helpful tips on correctly sorting CDASS Task Worksheets which prevents errors during the revision process.

Sorting CDASS Task Worksheets Numerically in the Bridge

- Updating the CDASS Task Worksheet is the first step in the revision process.
- Case managers will often select the most recent CDASS Task Worksheet to change the end date and then copy the hours from the last worksheet over to the new worksheet.
- Sorting the columns numerically will help the case manager to find the most recent CDASS Task Worksheet.
- Click "Update No." within the CDASS Task Worksheet tab to sort the column numerically.
- Ensure the correct CDASS Task Worksheet is selected before revising or copying the CDASS Task Worksheet.

Review the below instructions on how to sort the CDASS Task Worksheets in Bridge.

1. Navigate to "Client Search" in Bridge and click the "CDASS Task WS" tab.



2. Click "Update No." to sort the column numerically and select the appropriate CDASS Task Worksheet from the list.

Update No. ▲	Start Date of CDASS	End Date of CDASS
1	11/01/2018	12/31/2018
2	01/01/2019	10/31/2019
3	11/01/2020	07/31/2021
4	08/01/2021	10/31/2021
5	11/01/2021	12/31/2021
6	01/01/2022	06/30/2022
7	07/01/2022	07/31/2022
8	08/01/2022	07/31/2023

3. Proceed with the CDASS Revision.

Visit the [Bridge Training web page](#) to review the following materials and for more information on completing CDASS Revisions.

- CDASS PAR Revisions-Quick Guide for Case Managers - March 2022
- CDASS PAR Revisions-Case Manager Guide - November 2021

Contact the CCMHelpDesk@gainwelltechnologies.com if case managers need assistance with CDASS PAR revisions.

Sincerely,

Department of Health Care Policy & Financing