



Dear Alternative Care Facility (ACF) and Supported Living Program (SLP) Providers,

Please review this entire email for important updates about Prior Authorization Requests (PARs) and Post-Eligibility Treatment of Income (PETI) worksheets for Alternative Care Facility (ACF) and Supportive Living Program (SLP) services.

PETI Process Changes

Effective July 1, 2023, the PETI and PAR process for ACF services offered on the Elderly, Blind, and Disabled (EBD) and Community Mental Health Supports (CMHS) waivers and SLP services offered on the Brain Injury (BI) waiver will be modified. Case Management Agencies (CMAs) will no longer use the PETI worksheet in the Bridge to determine the rate for ACF or SLP services. CMAs will instead complete a PETI Excel worksheet provided by the Department of Health Care Policy and Financing (the Department) to determine the rate for these services. These new PETI worksheets reflect the increase to the Personal Needs Allowance (PNA) and Denver and non-Denver ACF/SLP rates.

The [ACF/SLP Denver and non-Denver PETI worksheets](#), effective July 1, 2023, can be found on the [Provider Rates & Fee Schedules web page](#) below the [HCBS fee schedules](#). Refer to [OM 23-036](#) for more information.

PETI and PAR Revisions

Due to the ACF/SLP rate changes and PETI worksheet changes effective July 1, 2023, the Department has completed revisions to PETI worksheets and PAR lines for ACF and SLP services. ***Providers are advised to verify the revised ACF and SLP PETI worksheets and PAR lines before billing for services provided on or after July 1, 2023.*** Please contact the member's case manager if there is not an active, revised PAR line that reflects these adjustments. When reaching out to case managers, please keep in mind that the case managers recently started verifying these lines and may still be completing their review.

Providers can view a member's PAR status in the [Provider Web Portal](#). Users should choose the "Care Management" option from the home page and click on "View Status of

Authorizations" to look up a PAR on the Provider Web Portal. Users should then enter the member information and approved Prior Authorization (PA) number into the Provider Web Portal to search for the PA status. Refer to the [Viewing Prior Authorizations in the Portal Quick Guide](#) for more information on viewing PARs on the Web Portal.

Thank you,

Department of Health Care Policy & Financing
