



Dear Single Entry Point (SEP) Case Manager,

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.

Existing Certifications that Span Across June 30, 2023, and July 1, 2023

Revisions to the PETI worksheets and PAR lines for ACF and SLP services have been completed. These PETI and PAR changes are effective on July 1, 2023. This process creates new PETI worksheets and PAR lines for members with certification periods that span across June 30, 2023, and July 1, 2023. Case managers must check PETIs and PAR lines for accuracy.

Case managers must send updated copies of all revised PETIs and PARs to the member and provider by June 30, 2023. The revised PETI worksheet can be found within the "Attachments" tab in the Pre-Prior Authorization (PPA) in the Bridge. Please collect the member's signature on the revised PETI worksheets. Saving the PETI worksheet as a PDF document may streamline the signature process and facilitate easier completion.

New Certifications Starting on or after July 1, 2023

Case managers should move forward with completing these PETIs and PARs for ACF/SLP members by following the new process. The training on this new process was provided to case managers on June 12, 2023, and these training materials are available on the [LTSS Training page](#). The [PETI worksheets](#) effective July 1, 2023, can be found on the [Provider Rates & Fee Schedules web page](#) below the [HCBS fee schedules](#). For more information, please refer to [QM 23-036](#).

Manual Revisions by the Case Manager

Any manual revisions that could not be completed by the Department need to be completed by the case manager. This may be due to overlapping PETI/PAR lines, PARs that are not in approved status, eligibility issues, etc. The Department will send out further instructions regarding these manual revisions via email to Case Management Agencies.

Assistance with ACF and SLP PARs

Review the PETI training materials on the [LTSS Training page](#) (under the “Post Eligibility Treatment of Income (PETI) for HCBS Case Managers” section) for further assistance with this process. Case managers may contact the Care & Case Management (CCM) Help Desk regarding any Bridge issues by emailing CCMHelpDesk@gainwelltechnologies.com.

Thank you,

Department of Health Care Policy & Financing
