



## **Programs of All-Inclusive Care for the Elderly (PACE) Expedited Appeal Extension Request Form**

### **Directions**

1. If a PACE organization believes a delay of the 72-hour expedited appeal timeframe is in the interest of the participant, the organization must submit an Expedited Appeal Extension Request form to the Department of Health Care Policy & Financing (HCPF).

2. Do not leave any questions/cells blank. Enter "NA" if a response is not applicable.

3. Submit the request, and required supporting documents, to the organization's SharePoint page, which is managed by HCPF.

**SharePoint Path:** Appeals/[Center Name, if applicable]/Expedited Extensions/[Year]/[Participant Name]

4. At the same time the request is submitted, the PACE organization must notify HCPF via the general PACE email - [hcpf\\_pace@state.co.us](mailto:hcpf_pace@state.co.us). To avoid encryption:

- Title the email: Expedited Appeal Extension Request for [PACE Center Name].
- Include the following message in the body of the email: [PACE Center Name] uploaded an Expedited Appeal Extension Request to SharePoint on [Date].
- Avoid attachments containing personally identifiable information.

Table 1. General Information.	
PACE Organization	
PACE Center	
Participant (First and Last Name)	
Participant Date of Birth	
Participant Health First Colorado ID	
Date Participant Filed the Expedited Appeal	

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<b>Description of the Service in Dispute</b>  For example - Reduction in skilled home care from 3 days to 1 day per week.	
<b>PACE Representative Signature and Title</b>	
<b>Date</b>	

Table 2. Expedited Appeal Extension Justification. Why does the organization need additional information and how is the delay in the interest of the participant?

Table 3. Required Supporting Documentation. Check each box to indicate the corresponding document was submitted to HCPF.		
#	Checkbox	Required Document
1		The participant's request for an expedited appeal.
2		The participant's plan of care at the time of the appeal.

**Note:** HCPF may deny the request or request additional information if this form is incomplete or if a required supporting document is not provided.