



OPERATIONAL MEMO

TITLE:	PRORATION OF PRIOR AUTHORIZATION REQUESTS
SUPERSEDES NUMBER:	N/A
EFFECTIVE DATE:	JULY 8, 2022
DIVISION AND OFFICE:	BENEFITS AND SERVICES MANAGEMENT DIVISION, OFFICE OF COMMUNITY LIVING
PROGRAM AREA:	HOME AND COMMUNITY BASED SERVICES
KEY WORDS:	CHILDREN’S EXTENSIVE SUPPORT WAIVER, CES, SUPPORTED LIVING SERVICES WAIVER, SLS, SPAL, SPENDING LIMIT, PRORATION, SERVICE PLAN, SLS FLEXIBILITIES, DENVER MINIMUM WAGE,
OPERATIONAL MEMO NUMBER: HCPF OM 22-038	
ISSUE DATE: JULY 8, 2022	
APPROVED BY: AMANDA LOFGREN	

HCPF Memo Series can be accessed online: <https://www.colorado.gov/hcpf/memo-series>

Purpose and Audience:

The purpose of this Operational Memo is to inform case managers, providers, members and other stakeholders of recent system changes implemented within the Bridge that impact members on the Home and Community-Based Services (HCBS) Supported Living Services (SLS) and Children’s Extensive Support (CES) waivers.

Information:

The Department of Health Care Policy & Financing (Department) recently made changes to the Bridge allowing for the proration of a member’s Service Plan Authorization Level (SPAL). This change will accommodate for regional rate differences, creating non-Denver (Standard) and Denver-specific SLS SPALs and CES Spending Limits. Effective April 20, 2022, Standard and Denver-specific SLS SPALs and CES Spending Limits began calculating based on certification period, SPAL changes, support level, and a member’s region, which the Department terms “Proration.”

Proration means that a member's SPAL/Spending Limit will now be calculated based on the following:

- The number of days within the Pre-Prior Authorization (PPA) Cert Period
- Effective dates for the applicable county
- Effective dates for the authorized SPAL/Spending Limit amounts during the PPA cert period
- Effective dates for the support level (SLS only)

If a member has a shorter certification period, the SPAL/Spending Limit will prorate based on the number of days within that PPA certification span. The SPAL/Spending Limit in the Bridge previously reflected a SPAL/Spending Limit calculated based on the rates on file for the end date of the PPA. The SPAL/Spending Limit in the Bridge now reflects a prorated SPAL/Spending Limit, calculated based on the rates on file for each of the days within the certification period. The amount authorized will be based on the number of days; a shorter service plan span will equal less dollars. If a member moves between counties with different pricing during the certification year, the SPAL/Spending limit will prorate based on the number of days in each county.

If the state-assigned SPAL/Spending Limit amounts change during the certification year, a member's SPAL/Spending Limit will prorate based on the number of days each limit was authorized within the PPA cert period. If an SLS member's support level changes during the certification year, the SPAL/Spending Limit will prorate based on the number of days they were assigned each support level.

Service Planning must account for prorated SPALs and Spending Limits moving forward. The Department will not approve requests to override prorated SPALs or Spending Limits for PARs that have been created after training has been provided to case managers. Beginning August 1, 2022, PARs created must account for proration. For members requiring SPAL funding beyond their established limits, case managers need to submit an [SLS Exception Request](#). The Department understands that there are PARs that were created prior to August 1, 2022, and revisions would be subject to proration and require Department approval. Between August 1, 2022 and September 1, 2023, PARs with errors or revisions related to proration can be sent for approval to [Over Cost Containment](#) (OCC). PARs will only be considered for approval by OCC if they were created prior to August 1, 2022. Otherwise, they will require an SLS Exception Request.

For SLS members, services within their Prior Authorization Request (PAR) need to align with their Support Level. If a member's Support Level changes during the PPA cert span, the service dates need to be revised accordingly, to reflect the authorized dates for each Support Level.

If case managers run into any issues with the calculation of the prorated SPAL/Spending Limit, please verify that the member's client information and PPA information are correct by completing the Verification Process and SPAL/Spending Limit Calculation (provided at upcoming training).

If issues persist, please contact the CCM Help Desk for issues such as errors are found within a member's County History or Support Level History during the verification process.

Training Opportunity:

The Department will provide training to case management agencies (CMAs) on this change in process.

Training Date: July 28, 2022

Training time: 1-3 p.m. MT

[Join via Zoom](#)

Meeting ID: 993 1700 7314, Passcode:396389

Join by Phone: (toll-free): 1-877-853-5257

Attachment(s):

n/a

Department Contact:

HCPF_HCBS_cmescalationinbox@state.co.us

HCPF_HCBS_Questions@state.co.us