



OPERATIONAL MEMO

Title: Case Management Training on Changes to the Post-Eligibility Treatment of Income and Prior Authorization Request Process	Topic: HCBS
Audience: Case Management Agencies	Sub-Topic: Case Management
Supersedes Number: N/A	Division: Case Management Quality Performance Division and Benefits and Management Service Division
Effective Date: July 1, 2023	Office: Office of Community Living
Expiration Date: July 1, 2025	Program Area: HCBS
Key Words: Home and Community Based Services, HCBS, Case Management Agencies, CMA, Post Eligibility Treatment of Income, PETI, Prior Authorization Request, PAR, Brain Injury Waiver, BI, Community Mental Health Supports, CMHS, Elderly Blind and Disabled Waiver, EBD	
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Approved By: Candace Bailey	

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

Purpose and Audience:

The purpose of this Operational Memo (OM) is to notify Case Management Agencies (CMAs) of rate increases and changes to the Post-Eligibility Treatment of Income (PETI) and Prior Authorization Request (PAR) process completed in the Bridge for Alternative Care Facility (ACF) and Supportive Living Program (SLP) services. This OM will also outline the actions CMAs will need to take in response to these changes.

Information:

Bridge System Modifications

The Department of Health Care Policy & Financing (HCPF) is modifying the PETI and PAR process for ACF procedure code T2031 under the Elderly, Blind, and Disabled (EBD) and Community Mental Health Supports (CMHS) waivers and SLP procedure code T2033 under the Brain Injury (BI) waiver effective July 1, 2023, within the Bridge.

The Bridge is the subsystem of the Colorado interChange which manages PARs for members enrolled in Home and Community-Based (HCBS) waivers. CMAs are responsible for completing PETIs and PARs within the Bridge. While HCPF implements changes in the Bridge system, CMAs will be required to follow an interim process for determining rates associated with the above procedure codes, as they will not be able to use the Bridge system to do so.

Interim PAR/PETI Process for ACF/SLP Services:

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 HCPF to determine the rate for these services. These worksheets will be found on the [HCPF website](#) below the HCBS fee schedules. This rate will be manually entered onto the PAR in the Bridge. HCPF is hosting a training for CMAs on how to complete the PETI Excel worksheet and the PAR, using this interim process. CMA participation is required.

ACF/SLP Certifications:

- Existing Certifications that span across June 30, 2023 and July 1, 2023
 - HCPF will be completing the manual revisions for all PARs that crossover the June 30, 2023 and July 1, 2023 dates, on behalf of the case manager. HCPF will communicate to CMAs when all of these revisions have been completed, via email.
 - These revisions will use the new PETI calculation worksheet and they will also update the rates to reflect the July 1, 2023 rate increases.
 - Any revisions that cannot be completed by HCPF will need to be completed by the CMA. This may occur due to duplicate PETI/PAR lines, PARs that are not in approved status, etc. HCPF will send out further instructions regarding these manual revisions via email to CMAs.

- New Certifications starting on or after July 1, 2023

- CMAs are advised not to manually create or revise any PAR or PETI starting on or after July 1, 2023, until HCPF provides further instructions. HCPF training will be provided with instructions on how to complete these PETIs and PARs. For PETIs and PARs starting on or after July 1, 2023, which have already been created using the Bridge, a manual process for revisions will be required. HCPF will send out further instructions regarding these manual revisions via email to CMAs.

PETI Excel Worksheet and the PAR Training Information for CMAs:

Date: Monday June 12, 2023

Time: 1 to 2 p.m. MT

Webinar Link:

<https://us06web.zoom.us/j/84276681031?pwd=NS8xWCtGVWdtbXFDVk5GNTJWYWlmQT09>

Passcode: 883938

This training will be made available on the [Long-Term Services and Supports Training](#) webpage the following week.

Definition(s):

None

Attachment(s):

None

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