



OPERATIONAL MEMO

Title: July 1, 2025, Consumer-Directed Attendant Support Services (CDASS) Rate Change	Topic: CDASS
Audience: Case Managers, Case Management Agencies	Sub-Topic: Rate Adjustment
Supersedes Number: N/A	Division: Home and Community-Based Services
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Expiration Date: June 3, 2027	Program Area: Home and Community-Based Services (HCBS) Waivers and Community First Choice
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Legal Authority: N/A	
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Purpose and Audience:

The purpose of this Operational Memo is to inform case management agencies (CMAs) and interested stakeholders of the Community First Choice (CFC) and Home and Community-Based Services (HCBS) waiver rate alignment and the Joint Budget Committee (JBC) rate adjustment for Consumer-Directed Attendant Support Services (CDASS) for Homemaker, Enhanced Homemaker, Personal Care, and Health Maintenance Activities effective July 1, 2025. CMAs must follow the instructions below to complete rate changes for CDASS members.

Information:

CDASS rates will be aligned with Community First Choice Rates effective July 1, 2025, for the following HCBS waivers: Elderly, Blind and Disabled (EBD), Brain Injury (BI), Community Mental Health Supports (CMHS), Complementary and Integrative Health (CIH), and Supported Living Services (SLS). The following CDASS services are included: Homemaker, Enhanced Homemaker, Personal Care, and Health Maintenance Activities.

Action To Be Taken:

The Department of Health Care Policy and Financing (HCPF) will automatically revise all CDASS Prior Authorization Requests (PARs) in the Bridge to reflect an updated CDASS Allocation that includes the new CDASS rates. The automated process will run early in June 2025. Gainwell Technologies will notify CMAs before and after the automated revision occurs in the Bridge, so that the case managers can ensure that the CDASS PAR in the Bridge is accurate prior to the automated system revision. **Case managers must ensure CDASS PAR accuracy by June 3, 2025.** PARs that are not approved or accurate in the Bridge prior to the automated system revision will require a manual revision. If case managers have been unable to enter CDASS PARs in Bridge due to system errors, they must email hcpf_pdp@state.co.us by May 30, 2025.

Case managers are responsible for following the Financial Management Services (FMS) Contractor PAR process and for sending the CDASS Allocation Change Notification Letters to members. HCPF will upload CDASS member lists into CMA SharePoint sites by May 30, 2025.

Both FMS Contractors have automated the CDASS PAR revision process. CMAs must ensure all Bridge and FMS PAR revisions are completed and check that the automation process was applied correctly prior to July 1, 2025. Case managers must add an activity log in the Care and Case Management (CCM) System when the FMS PAR is updated and once the CDASS Allocation Change Notification letter has been sent to the member. The activity log must include confirmation that the allocation amount in the FMS portal matches the allocation amount in Bridge. Case managers are responsible for confirming that the PAR is reflecting accurately in the FMS portal and the activity log attests that both PARs were verified by the case manager prior to member noticing occurring.

Additional Information for Case Managers

CMAs will receive additional information from the training and operations vendor, Consumer Direct of Colorado (CDCO), by May 30, 2025, which will include:

- FMS Rate Change Guides
- Member Allocation Change Notification Letter template
- Monthly Allocation Worksheets

When notifying Members of their new annual and monthly allocations, case managers can use the allocation amounts found in either the FMS portal or in Bridge.

CMAs can expect additional communications from Gainwell Technologies with updates about the automated PAR revisions. If case managers experience any issues with the Bridge, they should contact Gainwell at ccmhelpdesk@gainwelltechnologies.com.

PAR Scenarios at Time of Automated Revisions	Bridge Functionality	Case Manager (CM) Bridge Responsibilities
PAR is current in Bridge and has an active Prior Authorization (PA) number	PAR will update with new units and Bridge will submit the PAR	<ul style="list-style-type: none"> • none
PAR is entered in Bridge, but does not have an active PA number	PAR will update with new units, but Bridge will not submit the PAR	<ul style="list-style-type: none"> • submit PAR in Bridge
PAR is entered in Bridge after the system automated revision occurs and has a CDASS start date earlier than 7/1/2025	PAR will not capture 7/1 rates	<ul style="list-style-type: none"> • complete a manual PAR revision for 7/1 with a new monthly allocation • submit PAR in Bridge
PAR is inactive	PAR will not update with new units	<ul style="list-style-type: none"> • complete a manual PAR revision for 7/1 with a new monthly allocation • submit PAR in Bridge
No PAR	Automated revision will not occur	<ul style="list-style-type: none"> • create PAR in Bridge • complete a PAR revision for 7/1 with a new monthly allocation • submit PAR in Bridge

Instructions for completing manual CDASS PAR Revisions can be found on the [HCPF Bridge Training website](#).

Utilization Management Reviews During Rate Change Period

Any PARs that exceed the Over Cost Containment (OCC) threshold of \$330/day solely due to the CDASS Rate Increase PAR revision will not require a Utilization Review/Utilization Management (UR/UM) review by Telligen. All PARs that require a Telligen review at the time of the initial assessment, continued stay review or service plan revision, should be submitted to Telligen following the standard process. As a reminder, the last day to submit UR/UM reviews to Telligen is **June 13, 2025**, as outlined in [Operational Memo 25-020: Closeout Plan for Utilization Review/Utilization Management \(UR/UM\) Activities for Home and Community Based Services](#).

Timeline and Key Dates

Consumer Direct of Colorado (CDCO) provides rate change materials to CMAs	Late May 2025
Department will provide CDASS member lists to CMAs	May 30, 2025
Last date to confirm CDASS PARs in Bridge are accurate and approved for the current certification period prior to automated PAR revisions	June 3, 2025
FMS PAR Revision Window	June 9, 2025 - June 19, 2025
Member Allocation Change Notification Letter Deadline	June 20, 2025
7/1/2025 Monthly Allocation Worksheets Available	Immediately
Last date to verify all CDASS PAR revisions are accurate and complete following the automated PAR revisions	June 30, 2025
Rate Change Effective Date	July 1, 2025

Attachment(s):

None

HCPF Contact:

Participant Directed Programs Unit

HCPF_PDP@state.co.us

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