



OPERATIONAL MEMO

Title: October 1, 2025 Rate Decrease: Consumer-Directed Attendant Support Services (CDASS)	Topic: CDASS
Audience: Case Managers, Case Management Agencies, Financial Management Services Contractors	Sub-Topic: Rate Decrease
Supersedes Number: N/A	Division: Home and Community Based Services
Effective Date: Sept. 19, 2025	Office: Office of Community Living
Expiration Date: Sept. 19, 2027	Program Area: Home and Community-Based Services (HCBS) Waivers and Community First Choice
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Legal Authority: N/A	
Memo Author: Danielle Krause	
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Purpose and Audience:

The purpose of this Operational Memo is to inform case managers, case management agencies, providers, members and all interested stakeholders of the impact the 1.6% across-the-board rate decrease will have on certain Home and Community-Based Services (HCBS) benefits. This memo is specific to Consumer-Directed Attendant Support Services (CDASS).

Information:

Colorado is facing a significant budget shortfall in the current fiscal year due to revenue reductions tied to recent federal tax changes (H.R. 1). Although the state passed a

balanced budget in April 2025, the new federal law retroactively reduced state revenues by over \$1.2 billion, creating an \$800 million deficit for FY 2025-26. To bring the budget back into balance, the Governor issued [Executive Order D 2025 014](#) directing state agencies to implement spending reductions.

As part of this effort, the Department of Health Care Policy & Financing (HCPF) is required to roll back the 1.6% across-the-board provider rate increase that went into effect on July 1, 2025. The rollback is expected to reduce General Fund spending by \$38.3 million this year.

Effective October 1, 2025, Home and Community-Based Services (HCBS) and Community First Choice (CFC) services will receive a 1.6% rate decrease. This includes all Consumer-Directed Attendant Support Services (CDASS) rates for CFC and 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, Legally Responsible Person Homemaker, Enhanced Homemaker, Personal Care, and Health Maintenance Activities.

Action To Be Taken:

The Department of Health Care Policy & Financing (HCPF) will automatically revise all CDASS Prior Authorization Requests (PARs) in the Bridge to reflect updated CDASS Allocations with the new CDASS rates. The automated process (Automation) will run in mid-September. Gainwell Technologies will notify Case Management Agencies (CMAs) before and after the Automation takes place. Each Financial Management Services (FMS) contractor will receive a file with updated allocation amounts, removing the requirement for Case Managers to manually submit allocations into the FMS portals.

Case Management (CM) Responsibilities:

1. Revision of all CDASS PARs in the Bridge occurred on Friday, September 12, 2025. As indicated in previous communication, prior to the automation going into effect:
 - a. CMs should have verified that the CDASS PAR in the Bridge was accurate.
 - b. PARs that were inaccurate or not approved in the Bridge prior to Automation now require manual revision.
2. Now that automation is completed CMs must:
 - a. Confirm that the automated PAR updates were applied correctly in both the Bridge and the FMS portal.
 - b. Complete any manual Bridge revisions needed by September 30, 2025.
 - c. Add an activity log in the Care and Case Management (CCM) System documenting:

- i. That the allocation amount in the FMS portal matches the allocation amount in the Bridge.
 - ii. PAR amounts were verified before and after Automation by the case manager.
- d. The FMS will send Allocation Change Notification Letters to members following the Automation. If a PAR is not updated in the Automation, the case manager will be responsible for manually revising the PAR and sending the Allocation Change Notification Letter to the member.

Financial Management Services (FMS) Responsibilities:

- 1. Update each member’s revised CDASS allocation in the FMS portal after the Automation process.
- 2. Generate and send Allocation Change Notification Letters to members using allocation data from the Bridge by September 20, 2025.

Additional Information for Case Managers

CMAs should have received additional information from the training and operations vendor, Consumer Direct of Colorado (CDCO), by September 15, 2025, which will include:

- FMS Rate Change Guides
- Information about FMS Rate Change Question & Answer sessions
- Monthly Allocation Worksheets
- Allocation Change Notification Letter templates for any allocations that were not updated in the Automation

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

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.

A change to the CDASS Allocation due to a rate decrease is not an appealable action because the change is due solely to state or federal law and it is not an action that is applicable for a LTC Notice of Action. Case managers are not required to send a LTC Notice of Action for a decrease in the CDASS allocation due to a rate decrease.

PAR Scenarios at Time of Automated Revisions	Bridge Functionality	Case Manager (CM) Bridge Responsibilities
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PAR is current in the Bridge and has an active Prior Authorization (PA) number	PAR will update with new units and Bridge will automatically submit the PAR	<ul style="list-style-type: none"> • Verify PAR accuracy
PAR is entered in the Bridge, but does not have an active PA number	PAR will update with new units, but Bridge will not automatically submit the PAR	<ul style="list-style-type: none"> • Submit PAR in the Bridge
PAR is entered in the Bridge after the system automated revision occurs and has a CDASS start date earlier than 10/1/2025	PAR will not capture split period rates	<ul style="list-style-type: none"> • Complete a manual PAR revision for 10/1 with a new monthly allocation • Submit PAR in Bridge • Send Allocation Change Notification Letter by 10/1
PAR is inactive	PAR will not update with new units	<ul style="list-style-type: none"> • Complete a manual PAR revision for 10/1 with a new monthly allocation • Submit PAR in Bridge • Send Allocation Change Notification Letter by 10/1
No PAR	Automated revision will not occur	<ul style="list-style-type: none"> • Create PAR in Bridge • Complete a PAR revision for 10/1

		with a new monthly allocation <ul style="list-style-type: none"> • Submit PAR in Bridge • Send Allocation Change Notification Letter by 10/1
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Instructions for completing manual CDASS PAR Revisions can be found on the [HCPF Bridge Training website](#).

Timeline and Key Dates

All CDASS PARs confirmed in the Bridge as accurate and approved for the current certification period	September 10, 2025
Automated PAR revisions occurred in Bridge	September 12, 2025
Consumer Direct of Colorado (CDCO) provides rate change materials to CMAs	September 17, 2025
October 1, 2025 Monthly Allocation Worksheets available	September 17, 2025
Member Allocation Change Notification Letter Deadline	September 20, 2025
FMS Q&A Sessions	September 23 - 25, 2025
Allocations updated in Palco portal	Within two (2) days following Bridge update
Allocations updated in PPL portal	September 29, 2025

Last date to verify all CDASS PAR revisions are accurate and complete following the automated PAR revisions	September 30, 2025
Rate Change Effective Date	October 1, 2025

Attachment(s):

None

HCPF Contact:

Participant Directed Programs Unit

Hcpf_pdp@state.co.us

303-866-5638