COLORADO
Department of Health Care Policy & Financing

OPERATIONAL MEMO

Title: Long Term Care CBMS Enhancements for September 2025	**Topic:** Eligibility Policy
Audience: County Departments of Human/Social Services, Medical Assistance (MA) Sites and Eligibility Application Partner (EAP) Sites	**Sub-Topic:** Implementation
Supersedes Number:	**Division:** Eligibility Division
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Purpose and Audience:

The purpose of this Operational Memo is to provide all Eligibility Sites, (county departments of human/social service and Medical Assistance (MA) Sites) with information about project CPPM 9790 LTC Enhancements – Level of Care, Home Maintenance Allowance, and Reporting. This guidance is intended for anyone who works with Long-Term Care (LTC) and should be shared with Medicaid eligibility staff, supervisors, and outside agencies, as appropriate.

Information:

What's Changing

With project 9790 LTC Enhancements – Level of Care, Home Maintenance Allowance, and Reporting updates have been made to align Colorado Benefits Management System (CBMS) with existing policy and improve the CBMS users ability to update multiple Level of Cares (LOC), easily determine a member's 30 day stay, remove steps to approve Hospital coverage for LTC, and assess Home Maintenance Allowance.

Update multiple LOC records at once:

Part of meeting financial eligibility for Long Term Care includes meeting Level of Care. Because members can change LOC categories, with project 9790, we have simplified the data entry steps required to enter multiple LOCs. CBMS users now have the ability to enter multiple past and present LOCs at once. Prior to the build, CBMS users would need to save each record after entering in a LOC record. After this project release, CBMS users can update all LOC records at once. CBMS will also calculate and display the member's financial eligibility for each LOC type after one EDBC in the member's Medical Assistance section of case wrap up.

Example:

Member applied for LTC on November 1st and met all eligibility requirements, including LOC for HCBS starting November 1st. The member was admitted to a skilled nursing facility on November 20th, and a new LOC was received.

The case was processed on November 25th, with both LOC records entered in at once, wrap-up and med spans will reflect a HCBS record for November 1st to November 19th and a Level of Care NF record starting November 20th.

HCBS: 11/1/25-11/19/25

NF/Hospital: 11/20/25- current

30-Day Stay

CBMS has been updated to align with the current policy at 8.100.7.A.2.c. regarding applicants and members needing to meet the level of care criteria for LTC medical assistance.

> *"Have been institutionalized for at least 30 consecutive full days in a Long-Term Care institution. The 30 consecutive full day stay may be a combination of days in a hospital, Long-Term Care institution, or receiving services from a Home and Community Based Services (HCBS) program or Program of All Inclusive Care for the Elderly (PACE)."*

For records entered in CBMS after October 1st, 2025 CBMS will read any LOC type entered consecutively after a hospitalization to determine if the member meets the 30 day stay requirement. Previously CBMS would only look at the institution records entered to determine if the member met the 30 day stay which caused member's hospital stay days to not be included/covered.

As of October 1st, 2025, if a member meets LTC financial criteria during their reported hospital stay, these days will automatically calculate into the LTC 30 day eligibility.

Hospital Coverage

For records entered in CBMS after October 1st, 2025 CBMS users will no longer be required to enter in a medical expense for hospital coverage. If a member is requesting retroactive coverage prior to the application date verified medical expenses will need to be entered.

Home Maintenance Allowance (HMA)

CBMS has been updated to align with policy at 8.100.7.V.3.g.ii regarding the home maintenance allowance for members residing in a LTC institution.

> *"For a Long-Term Care institution recipient with no family at home, an amount in addition to the personal needs allowance may be reserved for maintenance of the recipient's home for a temporary period, not to exceed 6 months, if a physician has certified that the person is likely to return to his/her home within that period.*
>
> *This additional reserve from recipient income is referred to as Home Maintenance Allowance and the amount of the deduction must be based on actual and verified shelter expenses such as mortgage payments, taxes, utilities to prevent freeze, etc."*

For records entered in CBMS after October 1st, 2025, CBMS will calculate the appropriate Home Maintenance Allowance which can be viewed in CBMS Wrap-Up Patient Payment Summary eligibility screens.

Eligibility sites must obtain the required information in writing from the member or nursing facility prior to allowing the HMA deduction.

Compliance and Oversight:

New county dashboards have been implemented to support eligibility sites in monitoring LTC eligibility statuses. These new Dashboards will track a variety of items.

LOC Certification Status

This dashboard will display the past 90 days of LOC activity in ascending order by the LOC end date. It includes cases that are pending, undetermined, or have an active certification approaching their end date. WAwD with added HCBS services will be included to display any upcoming LOC certifications due.

LTC Caseload Summary

This dashboard will list all active LTC cases including those terminated within the 90 day reconsideration period.

LOC Certs received from CCM

This dashboard provides a list of all LOC Certifications received from the CCM along with their outcomes regardless if the LOC screen was updated or not.

LTC Pending

This dashboard will pull individuals who are pending LTC related items such as verification, LOC cert determination, disability packet, disability determination, income trust packet, income trust determination, Pending AIRP, resource trust packet, resource trust determination, supervisor authorization, pend HDT, POI authorization, data entry incomplete etc.

On the current County Dashboards, the “LTC Board” has been renamed “LTC Diary Date” and has been updated to only include information regarding the disability diary dates for LTC members.

Action To Be Taken:

Eligibility workers should be aware of the changes in data entry as well as the changes that they will see in case wrap up. The Staff Development Division (SDD) has provided September 2025 build training. Project release notes are also available to review in the CBMS Community.

Attachment(s):

None

HCPF Contact:

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