

HCPF/Eligibility Sites Monthly Touch base

July 31, 2025

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Agenda

- Welcome
- June Renewal Project 10595 follow up
- Questions



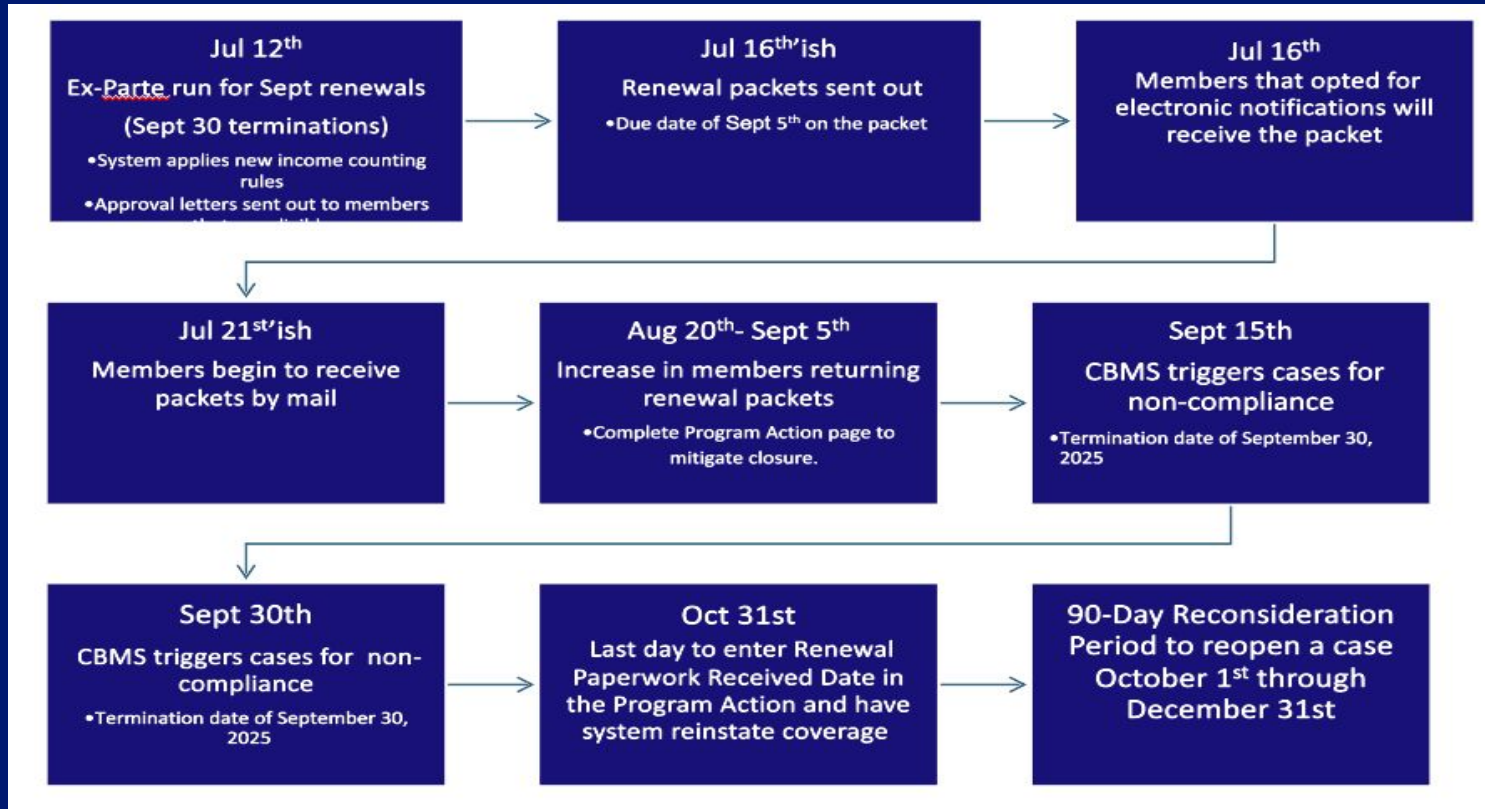
CMS Medical Assistance Renewal Requirements

Understanding the Changes and New Functionality Project 10595

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Tracy Pasillas | Eligibility System Analyst



MA Renewal Timeline



Income Counting Updates

CBMS will first check the Self-Attested Earned Income screen to see if there is verified earned income and/or interfaced income found within the last 6 months

- ❖ If there are multiple open Self-Attested Earned Income records, CBMS will use the records with the latest dates verified in the Paycheck Summary screen and/or the dates verified for the interfaced income.
 - Example: If the member has two jobs. Job 1 (Target) and Job 2(King Soopers) and both verified in May with different date verified dates. CBMS will only count Job 2 (King Soopers) based on the latest date verified in the paycheck Summary screen.
- ❖ If both Self-Attested Earned Income and interfaced earned income records have the same posting date (Date Verified), then only the interface income record(s) will be used (along with any other type of countable unearned income or self-employment income on the case).
- ❖ If there are any existing interfaced records within the 6-month lookback but no Self Attested Earned Income records, CBMS will use the most recent interfaced income records for Ex Parte.



Income Counting Updates

If there are 'No' earned income records found on the Self-Attested Earned Income screen, and 'No' existing interfaced income within the 6-month lookback period, CBMS will call the interfaces in this specified order. If a response is received on the first call, no further calls will be made, and the newly interfaced income will be used for Ex Parte.

- FDSH (1st call)
- Equifax

**Note: Any record(s) with an open-end date that does not fall within the 6-month lookback period will not be used for Ex Parte.*

Income Counting Guidance Continued

- ❖ States may not end the ex parte process and request additional information from a member to confirm their current employer(s) or provide information on prior employers (42 C.F.R. § 435.952(c)).
- ❖ Based on system functionality CBMS cannot perform a one for one match based on employer names. Therefore in order to prevent double counting of income the decision to only count the latest date verified record was made to avoid this from happening.

Program Action Screen and Data Entry

The Program Action screen in CBMS includes two new fields to track renewal paperwork:

- **Renewal Paperwork Received Date**
 - This date must be entered manually when paperwork is received from the member
- **Renewal Paperwork Data Entry Date**
 - This date is automatically defaulted by CBMS when the user completes data entry

What You Need to Know:

- Entering these fields helps prevent automatic case closures when paperwork has been received but the renewal has not yet been *Started*
- Fields do not need to be completed immediately, but must follow CBMS processing timelines:
 - Paperwork must be received on or before the end of the renewal due month
 - Data entry must be entered by the end of the month following the renewal due month
- Eligibility Sites have 30 days to process returned renewal paperwork
- If a case closes, CBMS may automatically reinstate coverage if the paperwork was received and data was entered on time

Note: Please reference Slide #2 if a user needs access to this window.



Program Action Screen and Data Entry

- ❖ The Eligibility Site will need to determine if the paperwork was received by the 15th of the Renewal Due Month. If received by the 15th of the Renewal Due Month, the Eligibility Site must enter the 'Renewal Paperwork Received Date' on the 'Program Action Screen' and the Eligibility Worker must enter the 'Renewal Received Date' on the 'Edit RRR Screen'
- ❖ If received after the 15th of the Renewal Due Month, the Eligibility Site will need to follow the MA Reinstatement Process

Note: The workbook explains the Program Action Screen the best as well as the automatically reinstatement and the manual reinstatement process.

PEAK

In March of 2026, when a member has submitted their renewal or any other documentation there will be a similar automation process.

Note: We will share and communicate the details around this process closer to implementation.

Resources and Supports

[6/26 Webinar Slides/Recording/Q&A](#), posted on July 9th, 2025

[Operational Memo-OM-25-044-Renewal Guidance for Medical Assistance Programs](#), posted on June 27th, 2025

[Workbook](#), posted on July 21st, 2025

MAP Webinar, July 15th, 2025. Emailed to all attendees and are also available on the MAP resource page in Tableau.

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THANK YOU
FOR ALL THAT YOU DO



Questions & Answers

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COLORADO
Department of Health Care
Policy & Financing