



Dear Alternative Care Facility (ACF) and Supported Living Program (SLP) Providers,

**Please review this entire email for important updates about Prior Authorization Requests (PARs) and Post-Eligibility Treatment of Income (PETI) worksheets for Alternative Care Facility (ACF) and Supportive Living Program (SLP) services.**

### **PETI Process Changes**

Effective July 1, 2024, the Department of Health Care Policy & Financing (the Department) modified the PETI and PAR process for ACF services offered on the Elderly, Blind, and Disabled (EBD) and Community Mental Health Supports (CMHS) waivers and SLP services offered on the Brain Injury (BI) waiver. Case Management Agencies (CMAs) will no longer use the PETI Excel worksheet to determine the rate for ACF or SLP services. CMAs will instead complete the PETI worksheet in the Bridge to determine the rate for these services.

The ACF/SLP Denver and non-Denver PETI worksheets effective July 1, 2024, can be found on the [Provider Rate and Fee Schedule web page](#) below the Home and Community-Based Services (HCBS) rate schedules.

### **PETI and PAR Revisions**

Revisions to PETI worksheets and PAR lines for ACF and SLP services due to the ACF/SLP rate changes and PETI worksheet changes effective July 1, 2024, have been completed. ***Providers are advised to verify the revised ACF and SLP PETI worksheets and PAR lines before billing for services provided on or after July 1, 2024.*** Contact the member's case manager if there is not an active, revised PAR line that reflects these adjustments. Keep in mind that the case managers recently started verifying these lines and may still be completing their review when reaching out.

Providers can view a member's PAR status in the [Provider Web Portal](#). Users should choose the "Care Management" option from the home page and click on "View Status of Authorizations." Users should then enter the member information and approved Prior Authorization (PA) number to search for the PA status. Refer to the [Viewing Prior Authorizations in the Portal Quick Guide](#) for more information on viewing PARs on the Provider Web Portal.

Providers may also request information from the [Provider Services Call Center](#). Refer to the [Provider Services Call Center Virtual Agent Fact Sheet](#) for phrases to reach a live agent.

Thank you,

Department of Health Care Policy & Financing