



Dear Case Managers,

Please read this email for important updates about Alternative Care Facility (ACF) and Supportive Living Program (SLP) Post-Eligibility Treatment of Income (PETI) and Prior Authorization Request (PAR) changes effective July 1, 2024.

PETI and PAR Revisions Completed for July 1, 2024, Rate Changes

Revisions to PETI worksheets and PAR lines in the Bridge for ACF and SLP services with changes effective on July 1, 2024, have been completed. This process creates new PETI worksheets and PAR lines for members with certification periods that span across June 30, 2023, and July 1, 2024. Case managers must check PETIs and PAR lines for accuracy.

Case managers must send updated copies of all revised PETIs and PARs to the member and provider as soon as possible. The July 1, 2024, PETI worksheet can be found within the "PETI" tab within the Client Record in the Bridge. Collect the member's signature on the revised PETI worksheet and upload the signed PETI to the Document Center within the Care and Case Management (CCM) system.

A very small number of revisions could not be completed due to missing PETI worksheets. **The report of members missing PETI worksheets is located within the "ACF and SLP PARs Missing PETI Worksheets" folder in the CMA SharePoint site. The ACF and SLP PAR lines for these members ended on June 30, 2024, to prevent providers from billing incorrect rates. Case managers will be responsible for completing the new PETI process and adding the July 1, 2024 ACF/SLP PETI and PAR line items in order for providers to resume billing. The following agencies have been impacted by this update:**

- **A&I Avenues**
- **Rocky Mountain Human Services (RMHS)**
- **Developmental Pathways (DP)**
- **Foothills Gateway**
- **Rocky Mountain Health Plans (RMHP)**
- **Jefferson County Social Services**
- **The Resource Exchange (TRE)**
- **Weld County Case Management Agency**

New Certifications starting on or after July 1, 2024

Case managers should move forward with completing PETIs and PARs for ACF/SLP members with certifications starting July 1, 2024, and later by following the new process. The training on this new process was provided to case managers in June 2024 and these training materials are available on the [Long-Term Services and Supports \(LTSS\) Training web page](#) under "Post Eligibility Treatment of Income (PETI) for HCBS Case Managers."

Known Issues

The following are known issues for the PETI worksheet in the Bridge:

1. The Bridge PETI worksheet does not accurately populate the "Gross Monthly Income" field with the member's individual income from the Colorado Benefits Management System (CBMS). The Department of Health Care Policy & Financing (the Department) will provide regular reports to Case Management Agencies (CMAs) with the CBMS individual income for members on the Community Mental Health Supports (CMHS), Elderly, Blind and Disabled (EBD), and Brain Injury (BI) waivers. **The first report has been uploaded to the CMA SharePoint site in a folder titled "CBMS Income - PETI Reports."** The Department is actively working on a long-term solution for this system issue.
2. If the "Tax Allowance" field in the Bridge PETI worksheet contains a value of \$0 and the case manager selects "Calculate," the Tax Allowance will default to \$300. The case manager must change the Tax Allowance amount back to \$0 and select "Calculate" again prior to selecting "Save." A resolution for this system defect is expected this fall. More information regarding this process can be found in the PETI training.

Assistance with the PETI and PAR Process in the Bridge

Case managers may contact the CCM Help Desk regarding any Bridge issues by emailing CCMHelpDesk@gainwelltechnologies.com.

We appreciate your prompt attention to this matter and completion as soon as possible.

Thank you,

Department of Health Care Policy & Financing

