



OPERATIONAL MEMO

OPERATIONAL MEMO NUMBER: HCPF OM 18-002

TITLE: CASE MANAGEMENT AGENCY AND ELIGIBILITY INFORMATION SHARING FORM

SUPERSEDES NUMBER: ALL PREVIOUS DSS1 FORMS

ISSUE DATE: JUNE 1, 2018

EFFECTIVE DATE: JUNE 1, 2018

DIVISION AND OFFICE: CASE MANAGEMENT AND QUALITY, OFFICE OF COMMUNITY LIVING AND ELIGIBILITY DETERMINATION, HEALTH INFORMATION OFFICE

PROGRAM AREA: LONG TERM SERVICES AND SUPPORTS

APPROVED BY: JENNIFER MARTINEZ AND MARIVEL KLUECKMAN

KEY WORDS: INFORMATION SHARING, DSS1, COMMUNICATION, LTSS, SEP, CCB, LTSS

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Purpose and Audience:

The purpose of this Operational Memo is to advise Case Management Agencies (CMAs), County Departments of Human/Social Services (County) and Medical Assistance (MA) sites of the new information sharing form for Long Term Services and Supports (LTSS).

Background:

CMAs, Counties and MA sites routinely communicate information regarding the Medicaid eligibility of individuals seeking and receiving LTSS. Collaboration including efficient and effective communication amongst these entities is crucial for individuals seeking and receiving services. Currently there are various versions of communication forms being used and these forms are often referred to as a DSS-1 (Department of Social Services Information) form.

Information/Procedure:

The Department of Health Care Policy and Financing (Department) reviewed over 25 various DSS-1 forms that are in current use and compiled the content to develop a new standardized fillable PDF form. The newly named, Case Management Agency and Eligibility Information Sharing Form, will be required for all CMAs and MA sites to use effective June 1, 2018. It is the expectation that County Departments of Human/Social Services respond using this form. In the case that County or MA site uses paper-based forms, the county or MA site should replace previous forms with this document. In the

case that a county or MA site has an electronic workflow, the county or MA site should ensure that any additional data fields from this form are integrated into their electronic workflow. There is a corresponding desk guide to provide guidance in completing the form.

Attachment(s):

Case Management Agency and Eligibility Information Sharing Form

Information Sharing Form Desk Aid

Department Contact:

For Case Management Agencies

Brittani Trujillo; Case Management Services Coordinator

brittani.trujillo@state.co.us

303-866-5567

For County Departments of Human/Social Services or MA Sites

Eric Stricca; Long Term Care Eligibility Program Specialist

eric.stricca@state.co.us

303-866-4475