



## Nursing Services Prior Authorization Request (PAR) Step-Down Process

A step-down process is used to reduce a member’s Nursing Service hours when services are decreased by 30% or more as a result of the Utilization Review Utilization Management (URUM) review. This step-down process gradually decreases service hours over a three-month period of time.

This gradual reduction of service hours:

- Facilitates a smoother transition for members to their new level of approved nursing services
- Gives the member and their Regional Accountable Entity (RAE) time to identify and connect with alternate services or other resources in the community
- Allows caregivers and providers a three-month period of time to make necessary budget adjustments

**The step-down process ONLY applies to you if your service hours are reduced by 30% or more**

**Services hours will be reduced by 1/3 each month until the new service level is reached**

### Example of a Step-Down

Timing	Number of CNA Hours per Day
Old PAR Amount	9 hours
New PAR Amount	6 hours
Difference	3 hours over 3 months = 1 hour per month
Month 1	8 hours
Month 2	7 hours
Month 3	6 hours
Months 4-6	Services will be authorized at the new service level.

If you would like more information, please email [homehealth@state.co.us](mailto:homehealth@state.co.us)