Post-Eligibility Treatment of Income and Prior Authorization Request Process CMA Training Session

June 12, 2023

Agenda

- What is Changing?

- Service Rate Increase

- Revisions Completed to Existing Prior Authorization Requests (PARs)

- Completing Post-Eligibility Treatment of Income (PETI) and PARs for 7/1/2023

What is Changing?

- January 1, 2023 cost-of-living adjustment and Personal Needs Allowance (PNA) increase.

- OM 23-036 outlines systematic changes being completed by HCPF - use of the new PETI worksheets beginning 7/1/23.

- Denver County now has a separate PETI calculation sheet from all other counties.

- The Old Age Pension has been removed from the PETI worksheets.

- Verifiable State and Federal tax repayments up to $300 per month can be deducted from the income.

- Long-Term Care Insurance is counted as income only when it applies to insurance payouts.

- PETI worksheets will no longer completed in the Bridge for the foreseeable future.

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Service Rate Increase

Service rate increase effective 7/1/2023

- Alternative Care Facility (procedure code T2031)
  - ➢ Elderly Blind and Disabled (EBD) Waiver
  - ➢ Community Mental Health Supports (CMHS) Waiver

- Supported Living Program - (procedure code T2033)
  - ➢ Brain Injury (BI) Waiver

Revisions to Existing Prior Authorization Request (PARs)

- The Department of Health Care Policy and Financing (HCPF) is manually updating existing PAR records for members who have PARs with start dates prior to July 1, 2023

- Case Managers must verify PAR/PETI revisions have been completed, are accurate, and share the PETI with the member and provider agency by June 30, 2023

- The completed PETI Worksheet can be found within the "Attachments" tab in the PPA

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Revisions to Existing PARs

- Any revisions that cannot be completed by HCPF will need to be completed by the Case Management Agency (CMA)

- This may occur due to duplicate PETI/PAR lines, PARs that are not in "Approved" status, etc.

- HCPF will send out further instructions regarding these manual revisions via email to CMAs

Completing Post-Eligibility Treatment of Income (PETI) and PARs for 7/1/2023

- All PETIs in the Bridge have been end dated on June 30, 2023

- Effective July 1, 2023, the PETI Excel worksheet must be completed to determine the ACF/SLP rate instead of the Bridge PETI

- The ACF/SLP rate and units will be manually entered onto PAR

- The PETI Excel Worksheet must be attached to the PAR

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Completing Post-Eligibility Treatment of Income (PETI) and PARs for 7/1/2023

PETI Worksheets have been updated effective 7/1/2023
- Case managers can locate the updated PETIs on the [HCPF Provider Rates Website](#) below the HCBS Rates Schedule
- Ensure you use the updated PETI moving forward

There are 4 PETI sheets to select from:
- Alternative Care Facility (ACF) non-Denver
- ACF Denver
- Supportive Living Program (SLP) non-Denver
- SLP Denver

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ACF PETI Worksheet

CLIENT PAYMENT FOR HOME AND COMMUNITY BASED SERVICES
POST ELIGIBILITY TREATMENT OF INCOME (PETI) FORM

● Alternative Care Facility (EBD, CMHS, SCI)   ○ Transitional Living Program (BI)

Client Name:		County:		
Client ID:		Case Manager:		
ACF Provider:		CM Phone #:		
Start Date:	6/1/2023	End Date:	6/9/2023	Total Days:
				9

Client's Gross Monthly Income (from all sources) This includes, but is not limited to: Social Security, Railroad Retirement Benefits, Veterans Assistance, Private Pension/Retirement Benefits, or other.	Step 1	$	1,000.00
Client's Gross Monthly Long Term Care Insurance Amount	Step 2	$	-
Total Client's Gross Monthly Income		$	1,000.00
Personal Needs Allowance		$	245.00
Client's Personal Needs Allowance Maximum		$	421.46
Maintenance Allowance for Other Family Member[2] (See Section 8.486.61 B.2. and B.3.)	Step 3	$	-
Allowances for Client's Non-covered Medical Needs (See Section 8.486.61(4)) This includes, but is not limited to: Health Insurance Premiums, Non-covered Medical Bills, Non-covered Prescription Drugs, Non-covered Medical Supplies and Equipment, Eye, Ear & Dental, and other Medical or Remedial Care (Please specify the non-covered needs and their amount, if you need more room, please attach on another sheet)	Step 4	$	-
Tax Allowance	Step 5	$	-
Total Allowances including Personal Needs Allowance		$	245.00
Client Payment Amount			
Client Obligation for Service Payment to ACF		$	-
Standard Room and Board Rate[3]		$	755.00
Total Client Payment to ACF		$	755.00
Client's Income			
Income Available to client to pay to ACF		$	-
Overage Income		$	-
Total Income available to the client including Personal Needs Allowance		$	245.00
Monthly Payment to ACF			
Monthly Payment to ACF		$	3,137.82
Client's Payment for Services to ACF		$	-
Monthly amount billable by fiscal agent for remaining Services (Service amount minus the client's payment for Services)		$	3,137.82
Daily Medicaid payment for services		$	103.15

Client Consent and Understanding

I have reviewed the information included on this page and understand that the payments indicated here are due beginning (enter date) __6/1/2023__ and the 1st of each following month I receive services.

I agree to report immediately to my case manager changes of $50 or more in income, expenses, or

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SLP PETI Worksheet

CLIENT PAYMENT FOR HOME AND COMMUNITY BASED SERVICES
POST ELIGIBILITY TREATMENT OF INCOME (PETI) FORM

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⦿ Supported Living Program (BI)

Client Name:				County:	
Client ID:				Case Manager:	
SLP Provider:				CM Phone #:	
Start Date:	6/1/2023	End Date:	6/9/2023	Total Days:	9

Tier 1 (0-35)

Client's Gross Monthly Income (from all sources) This includes, but is not limited to: Social Security, Railroad Retirement Benefits, Veterans Assistance, Private Pension/Retirement Benefits, or other.	Step 1	$ 1,000.00

Adding ACF/SLP Line Items to the Pre Prior Authorization (PPA) for 7/1/2023

- Navigate to the member's PPA in the Bridge

- Select the "Line Item" tab

- Select "Add" to add a new Line Item

- Enter the Effective Date, End Date, Service, ADLs/IADLs and/or Goals, Units (number of days within the dates) and Dollars (Daily Medicaid payment for services)

- Select "Save"

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Attaching PETI Worksheets in the PPA

- Navigate to the "Attachments" tab
- Select "Add"
- Select "Browse"

Attaching PETI Worksheets in the PPA

- Find and select the member's PETI Excel worksheet

- Once the PETI worksheet is visible in Attachments, select "Save"

Questions?

Contact Info

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Thank you!