



Dear Case Manager,

**Please read this email for Alternative Care Facility (ACF) and Supportive Living Program (SLP) Post-Eligibility Treatment of Income (PETI) and Prior Authorization Request (PAR) updates.**

*The following Tax Allowance Known Issue has been Resolved:*

**Known Issue:** 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.”

**Resolution:** The “Tax Allowance” field in the Bridge PETI worksheet does not default to \$300 when the case manager selects “Calculate.”

*PETI and PAR Revisions Required to Correct Tax Allowance*

Case managers will be required to complete revisions to PETIs and PARs where the \$300 amount was populated in the “Tax Allowance” field and was not adjusted by the case manager. Case managers should end current PETI/PAR lines with the incorrect tax allowance and create new PETI/PAR lines with the correct tax allowance. Do not backdate the PETI and PAR revisions and only revise them using current or future dates. The training on the new PETI and PAR process, which includes the revision process, was provided to case managers in June 2024 and these training materials are available on the [LTSS Training page](#) under “Post Eligibility Treatment of Income (PETI) for Home and Community-Based Services (HCBS) Case Managers.”

**The report of members requiring a revision due to a tax allowance of \$300 is located within the “ACF and SLP Tax Allowance Revisions” folder in the Case Management Agency (CMA) SharePoint site.** If the member *should* have a tax allowance amount of \$300, please note this on the report and do not complete the revision. All CMAs have a report with revisions to complete. **Revisions need to be completed by August 30, 2024.**

*Known Issues*

The following continues to be a known issue for the PETI worksheet in the Bridge:

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 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. **These reports can be found in the CMA SharePoint site in a folder titled “CBMS Income - PETI Reports.”** The Department is working on a long-term solution for this system issue.

*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](mailto: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