



## CO CDASS Case Manager Portal: Denver Rate Revision Instructions

These instructions will provide support for the 1/1/2023 Denver rate revision to guide Case Managers through the process.

### Revising an Existing Budget

For revisions or new certifications, Case Managers will follow their usual process for submitting the PAR details in the Palco CMP. For participants residing in Denver, Case Managers will follow the additional steps as outlined below.

1. Case Manager completes the Denver geographical rate revision in the DXC Bridge as instructed by HCPF.
2. Case Manager takes a screenshot of the CDASS Allocation tab from the DXC Bridge showing the revision.
3. Case Manager emails Palco the approval of DXC Bridge CDASS Allocation tab screen shot, along with the following information to [co-cdass@palcofirst.com](mailto:co-cdass@palcofirst.com) (subject line: Denver Rate Increase).
  - a. Client First and Last Name
  - b. Client Medicaid ID
  - c. Total Annual Allocation on T2025 line
  - d. Prior Authorization Approval Number
4. Palco will respond to the Case Manager within one (1) business day that the budget funds have been updated in the Palco CMP.

**Please note:** You will not see this Denver specific revision in the Palco CMP budget tool, it will be recorded on the internal Palco view of CMP. If you have questions about your client's budget, please email us at [co-cdass@palcofirst.com](mailto:co-cdass@palcofirst.com) and we will be happy to assist you.



### **PALCO Rate Increase Q & A Sessions**

Palco will be hosting several question-and-answer sessions to help support Case Managers with this rate revision process. You do not have to register in advance, just join us for one of the time slots below if you would like assistance!

- Thursday, November 3<sup>rd</sup> - 10:00AM - 11:00AM
- Tuesday, November 8<sup>th</sup> - 2:00PM - 3:00PM

### **Registration Details:**

- Registration Link: <https://attendee.gotowebinar.com/rt/269738116011290126>

### **Contact Us**

Have questions? We'd love to hear from you.

### **Here's how to get in touch with us:**

- **Phone:** 1-866-710-0456, give us a call Monday – Friday between 8:00 AM and 5:00 PM
- **Email:** [co-cdass@palcofirst.com](mailto:co-cdass@palcofirst.com)

For more information about Palco, visit our website: <https://palcofirst.com/programs/colorado/>