



COLORADO

Department of Health Care
Policy & Financing

ULTC 100.2 - Determining Level of Care, Frequently Asked Questions

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Are Case Managers required to list all diagnoses for an individual in each Activity of Daily Living (ADL) and Supervision narrative?

It is not a requirement of the ULTC 100.2 that an individual's diagnoses be documented within the narratives. When a diagnosis is relevant to an ADL or Supervision need, it is appropriate to include that information within the narrative.

When completing the narrative, are Case Managers required to list the "Due to" items that have been marked?

There is no requirement that the marked "due to" items be included in the narrative. The narrative must articulate what the support needs are due to and reflect those items that are marked.

How should Case Managers identify individuals in the narratives?

It is important for Case Managers to be person-centered when completing the ULTC 100.2. Identifying individuals by their name in the narrative incorporates person-centered standards within the ULTC 100.2 and should be done for all assessments completed.

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When an ADL definition does not specify how to consider the use of Durable Medical Equipment (DME) how shall Case Managers score when DME is used?

Unless the definition of the ADL or the scoring criteria specifies how a Case Manager is to consider the use of DME, the score is based on the individual's need for support from another individual.

How should an ADL be scored if the individual now has necessary supports in place and no longer requires the same level of support as before?

Case Managers are expected to document and score each ADL based upon current information each time the ULTC 100.2 is completed. When there are changes in an individual's support needs, the Case Manager must reflect those changes and score accordingly. If an individual's independence increases because of waiver services received, the score should reflect the level of support the individual requires at the time of the assessment.

When scoring an individual's Supervision needs, must there be a behavioral or memory diagnosis?

There is no requirement that individuals have specific diagnoses to support scores with any of the ADLs or Supervision needs.

In Supervision-Behavior, how shall Case Managers score an individual who no longer exhibits problematic behaviors because of necessary supervision being in place?

The scores for Supervision - Behavior and Memory/Cognition are determined by the amount of supervision needed in those areas to ensure that an individual's health and safety are not negatively impacted. If the necessary support is currently in place, and the individual continues to require that level of supervision, it should be noted in the narrative and scored appropriately.

If an individual exhibited significant behaviors several years ago (e.g. suicidal ideation) but is no longer exhibiting those behaviors and no longer requires support with those behaviors, should this information be included



in the narrative and does it affect the score?

The ULTC 100.2 is an assessment of current support needs. While some Case Management Agencies may choose to include historic information within the narrative sections of this assessment, only the current support needs should be used to determine the score. If an individual has a history of significant or acute behavioral needs, it can be beneficial to include this information in the narrative while specifying the score is based on current information.

Can a Professional Medical Information Page (PMIP) be received by the Case Manager after the ULTC 100.2 assessment is held?

Yes, the PMIP form can be signed after the assessment is held. Depending on whether an Initial or Continued Stay Review (CSR) ULTC 100.2 assessment is held, there are different parameters for what is considered a current PMIP form. In the case of a CSR, the PMIP cannot be signed after the current end date. Case Managers should strive to receive a signed PMIP prior to the end date.

Can the PMIP be signed with an electronic signature?

PMIP forms that have been signed by the medical professional via an actual electronic signature are acceptable.

How do Case Managers score an individual who refuses assistance or support in an ADL?

Case Managers should score according to the support needed by an individual. If the individual refuses the necessary support, that should be documented as part of the Service Planning process.

How do Case Managers know what are age-appropriate expectations for children?

Case Managers should use Age Appropriate Guidelines for using the ULTC 100.2, that can be found at <https://www.colorado.gov/hcpf/long-term-services-and-supports-training>

When completing a CSR, what do Case Managers do if the PMIP form is not received by the Service Plan end date?

Case Managers should send out the Notice of Action 11 days prior to the end date to notify the individual that their services will be ending.

