

Entering Consumer Directed Attendant Support Services (CDASS) Per Member/ Per Month (PMPM) in the BUS

In the BUS, under the service plan, go to HCBS Services tab and add an HCBS service. Service Selection Tab

1.) Chose Consumer Directed Attendant Support Services (CDASS) Per Member/Per Month **Fiscal/Employer Agent (F/EA) – T2040, U1** from the first drop down menu.

Client - Service Plan - Figgy F Pudding - 111-33-5555

Main Menu	Service Selection	Provid...	Service Frequency Scope Duration
Advisement Letter	Service		
Assessment - 100.2	Service: 13		
Client Information	Services:*		
Transition Assessment & Planning	Consumer Directed Attendant Support Service (CDASS) Per Member/Per Month (PM/PM) Agency with Choice (Aw/C) - T2040, U1 , C		
Risk Mitigation Plan	Alternative Care Facility - T2031, U1		
Assessment - HCA	Community Transition Services (CTS) Coordinator - T2038, U1		
Case Management	Community Transition Services (CTS) Items Purchased - A9900, U1		
Case Status	Community Transition Services (ITEMS) - T2038, U1 , 52		
Critical Incidents - Before 06/04/2009	Consumer Directed Attendant Services - Health Maintenance Activities - T2025, U1		
Critical Incident Reports	Consumer Directed Attendant Services - Homemaker - T2025, U1		
IADL	Consumer Directed Attendant Services - Personal Care - T2025, U1		
Log Notes	Consumer Directed Attendant Support Service (CDASS) Per Member/Per Month (PM/PM) Agency with Choice (Aw/C) - T2040, U1 , CG		
LTC 803	Consumer Directed Attendant Support Service (CDASS) Per Member/Per Month (PM/PM) Fiscal/Employer Agent (F/EA) - T2040, U1		
Program Area	Consumer Directed Attendant Support Services (CDASS) - T2025, U1		
Referral	Electronic Monitoring - S5161, U1		
Service Plan	Electronic Monitoring - Install/Purchase - S5160, U1		
	Home Modification - S5165, U1		
	Homemaker - S5130, U1 , KX		
	In Home Support Services - Health Maintenance Activities - H0038, U1		
	In Home Support Services - Homemaker - S5130, U1 , KX		
	In Home Support Services - Personal Care - T1019, U1 , KX		
	In Home Support Services - Relative PCP - T1019, U1 , HR,KX		
	Medication Reminder - S5185, U1		
	Medication Reminder - Install/Purchase - T2029, U1		
	Mobility Van Mileage Band 1 (0-10 miles) - A0120, U1		
	Mobility Van Mileage Band 2 (11-20 miles) - A0120, U1 , TT		

2.) From the second drop down menu chose rehabilitative or habilitative. The selection does not have any impact on logging CDASS services in the BUS. One must be selected to continue entering CDASS into the service plan.

Client - Service Plan - Figgy F Pudding - 111-33-5555

Main Menu	Service Selection	Provid...	Service Frequency Scope Duration
Advisement Letter	Service		
Assessment - 100.2	Service: 13		
Client Information	Services: *		
Transition Assessment & Planning	Consumer Directed Attendant Support Service (CDASS) Per Member/Per Month (PM/PM) Agency with Choice (Aw/C) - T2040, U1 , C		
Risk Mitigation Plan	Service Goal Type: *	Rehabilitative	
Assessment - HCA	HCBS service provider available:	Select One - Rehabilitative Habilitative	Yes <input type="radio"/> No <input type="radio"/>

3.) Check “Yes” for “HCBS service provider available” and enter CDASS for the service goal.

Advisement Letter	Service
Assessment - 100.2	Service: 1
Client Information	Services: *
Transition Assessment & Planning	Consumer Directed Attendant Support Service (CDASS) Per Member/Per Month (PM/PM) Fiscal/Employer Agent (F/EA) - T2040
Risk Mitigation Plan	Service Goal Type: * Habilitative
Assessment - HCA	HCBS service provider available: <input checked="" type="radio"/> Yes <input type="radio"/> No
Case Management	Service Goal:
Case Status	FMS vendor to perform fiscal management services for client
Critical Incidents - Before 06/04/2009	
Critical Incident Reports	
IADL	
Log Notes	
LTC 803	
Program Area	
Referral	
Service Plan	
- Service Plan Information	
- Medicaid Long Term Care Disclosures	
- Roles and Responsibilities	

Provider Tab

1.) Enter client's selected provider (i.e. ACES\$, Morning Star, or PPL)

Service Frequency Scope Duration Tab

1.) Enter service start and end date

2.) Enter total cost = Multiply PMPM cost for 1 month by number of months

3.) Enter total units on PAR for PMPM = Number of months between service start date and service end date

Note: Each FMS Vendor has a different Per Member Per Month rate*

Hours	8760
Days	366
Weeks	52

PMPM Rate for Vendors eff 01/2016	
ACES\$	
Morning Star	
PPL	

Click Save.

Updated January 2016

Entering Consumer Directed Attendant Support Services (CDASS) in the BUS Service Plan

In the BUS, under the service plan, go to HCBS Services tab and add an HCBS service. Service Selection Tab

- 1.) Chose Consumer Directed Attendant Support Services (CDASS) –T2025 from the first drop down menu.
- 2.) Enter service goal type: Habilitative
- 3.) Choose “Yes” HCBS service provider is available
- 4.) Enter all of the tasks from the task worksheet that an attendant will be completing under service goal, save

The screenshot shows a web application interface for entering service information. On the left is a vertical navigation menu with blue buttons for various functions: Main Menu, Advisement Letter, Assessment - 100.2, Client Information, Transition Assessment & Planning, Risk Mitigation Plan, Assessment - HCA, Case Management, Case Status, Critical Incidents - Before 06/04/2009, Critical Incident Reports, IADL, Log Notes, LTC 803, Program Area, Referral, Service Plan, - Service Plan Information, and - Medicaid Long Term Care Disclosures. The main content area has tabs for 'Service Selecti...', 'Provid...', and 'Service Frequency Scope Durati...'. The 'Service Selecti...' tab is active, showing a 'Service' section with the following fields: 'Service: 2', 'Services: *' (a dropdown menu showing 'Consumer Directed Attendant Support Services (CDASS) - T2025'), 'Service Goal Type: *' (a dropdown menu showing 'Habilitative'), 'HCBS service provider available: *' (radio buttons for 'Yes' and 'No', with 'Yes' selected), and 'Service Goal:'. Below these fields are three text input areas: 'Homemaker tasks: shopping, laundry, floor care, meal prep.', 'Personal Care tasks: hygiene, toileting, mobility, transfers, dressing, bathing', and 'Health Maintenance tasks: respiratory Care, medication assistance'. A 'Save' button is located at the bottom center of the form.

Provider Tab

1.) Enter client's selected provider (i.e. ACCESS, Morning Star, or PPL)

Service Frequency Scope Duration Tab

- 1.) Enter service start and end date
- 2.) Enter the hours/week for each task as indicated on the task worksheet/allocation tool- Personal Care, Homemaker, and Health Maintenance
- 3.) Enter the total amount of money for the year from each service category as indicated on the allocation tool
- 4.) Total should reflect the total allocation for the certification year or duration of service

Consumer Directed Attendant Support Services
Monthly Allocation Worksheet Using Services (Revised 3/1/2012)

UPDATE: This worksheet uses the current Medicaid Rates effective 10/1/2015.

Medicaid ID	Certification Start Date	Certification End Date		
EBD #5				
This is a:		This client is on HCBS:		
CSR for an existing CDASS Client		EBD		
CDASS Start Date	CDASS End Date	Days in CDASS Period	Months in CDASS Period	
1/1/2016	12/31/2016	366	12	
SERVICE	15 Minute Rate	Hourly Rate	Overhead Adjustment	Adjusted Hourly Rate
Homemaker	\$ 3.86	\$ 15.44	-\$1.66	\$ 13.78
Personal Care	\$ 3.86	\$ 15.44	-\$1.66	\$ 13.78
Health Maintenance	\$ 7.27	\$ 29.08	-\$3.13	\$ 25.95

SERVICE	Weekly Hours of Service	Adjusted Hourly Rate	# of Weeks	CDASS Period Allocation	Daily Rate	Monthly Allocation
Homemaker	10.00	\$ 13.78	52.28571429	\$7,206.54	\$19.69	\$600.55
Personal Care	10.00	\$ 13.78	52.28571429	\$7,206.54	\$19.69	\$600.55
Health Maintenance	5.00	\$ 25.95	52.28571429	\$6,785.64	\$18.54	\$565.47
Totals				\$21,198.72	\$57.92	\$1,766.56

*Fee schedule rates for Homemaker, Personal Care, and Health Maintenance are calculated to include a component for agency administrative and overhead costs, such as worker's compensation, payroll, unemployment insurance, etc. For services delivered under CDASS these functions are borne by the Financial Management Service (FMS) contractor. The Overhead Adjustment is a deduction from the FFS rate to account for costs that are not incurred by consumer directed attendants."

Click Save.

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