







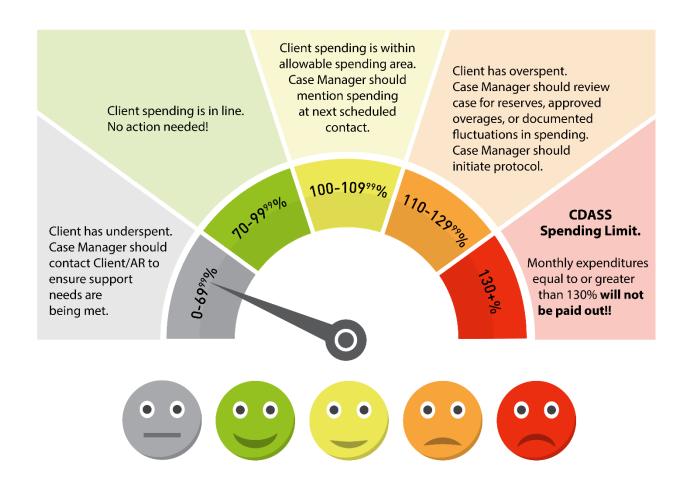


CDASS Overspending Protocol

Created by Consumer Direct of Colorado and approved by Colorado Department of Health Care Policy and Financing (HCPF)

Case Managers and clients, or their Authorized Representatives should always review the full CDASS Service Utilization Review & Allocation Management Protocol located on the Consumer Direct of Colorado website.

Overspending is defined as monthly expenditures exceeding 9.99% of the clients monthly allocation, with no reserve funds from prior months in the certification period, no prior approval for overspending by the Case Manager and/or no documented fluctuation in overspending approved on the clients ASMP.







Effective: August 2019











For episodes of overspending that meet the definition, Case Managers should follow the steps below:

1st Episode

- Notify the Client/AR within 5 business days
- Check for a change in condition
- Discuss a plan to reduce spending or recoup funds
- Remind Client/AR of overspending protocol and consequences for future episodes
- Document all activities in the BUS
- Send a copy of utilization protocol to Client/AR

2nd Episode

- Notify the Client/AR within 5 business days
- Check for a change in condition
- Discuss a plan to reduce spending or recoup funds
- Refer the Client/AR to mandatory retraining. Must be completed within 45 days
- Remind Client/AR of overspending protocol and consequences for future episodes
- Document all activities in the BUS
- Complete and mail 2nd Episode of Overspending Letter to Client/AR















3rd Episode

- Notify the Client/AR within 5 business days
- Check for a change in condition
- Discuss a plan to reduce spending or recoup funds
- Inform the Client/AR a mandatory AR change is required. New AR must be trained within 45 days
- Collect AR forms and make referral for AR training within 15 calendar days
- Mail 803 to client to reflect required change in AR
- Remind Client/AR of Overspending protocol and failure to complete AR training will result in termination steps
- Document all activities in the BUS
- Complete and mail 3rd Episode of Overspending Letter to Client/AR

4th Episode

- Notify the client/AR within 5 business days
- Check for a change in condition
- Discuss a plan to reduce spending or recoup funds
- Refer the AR to mandatory retraining within 15 calendar days. Must be completed within 45 days
- Failure to compelete retraining should result in termination from CDASS
- Remind Client/AR of Overspending protocol and concequences for future episodes
- Document all activities in the BUS
- Mail Client/AR a copy of spending modification plan within 5 business days

5th Episode

- Client will be terminated from CDASS within 30 days and is not eligible to re-enroll in CDASS
- Mail 803 to client for CDASS termination
- Collaborate with the Client to coordinate new services
- Notify FMS provider of termination and follow PAR portal closure process
- Document all activites in the BUS.

This protocol is continuous and applies to the duration of the client's participation in CDASS. Previous over expenditure episodes expire three years from the date of the episode.

By signing below, I	attest that I have read this CDASS Utilization
Protocol and understand the policy in its entirety. I further understand and agree that episodes of over expenditures will adhere to this protocol and formal action steps may include, but are not limited to, termination of the member from the CDASS delivery option.	

For questions, contact Consumer Direct of Colorado via phone (844) 381-4433 or via email at infocdco@consumerdirectcare.com. A copy of the full CDASS Utilization Protocol is available on Consumer Direct of Colorado website at https://consumerdirectco.com/



