

# CDASS PAR Revisions

## Helpful Tips for CDASS Rate Change Revisions

Colorado InterChange - Case Manager Guide

11/2021

# Course Description

**The goal of this training is to provide you with training for CDASS PAR Revisions.**

- **Copying and editing a CDASS Task Worksheet**
- **Adding and editing a CDASS Allocation**
- **Adding CDASS Services to a line item**
- **Identifying Denver Geographic Pricing**

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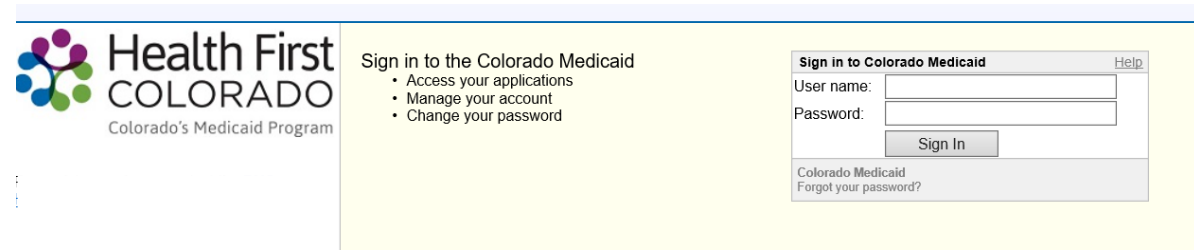
# Creating CDASS Services on a PAR

There are two areas of CDASS Services that are needed to be completed for a client to receive these services on a waiver program PAR:

1. **CDASS Task Worksheet (WS)**: This is where the user will enter the minutes per week for various activities under Personal Care, Health Maintenance, Enhanced Homemaker and Homemaker.
2. **CDASS Allocation**: This is where the user will attach the CDASS Task Worksheet and create service allocations for the PPA cert span.

# Let's Get Started!

## Step 1. Go to [Colorado InterChange \(iC\)](#)



Health First  
COLORADO  
Colorado's Medicaid Program

Sign in to the Colorado Medicaid

- Access your applications
- Manage your account
- Change your password

Sign in to Colorado Medicaid [Help](#)

User name:

Password:

Colorado Medicaid  
[Forgot your password?](#)

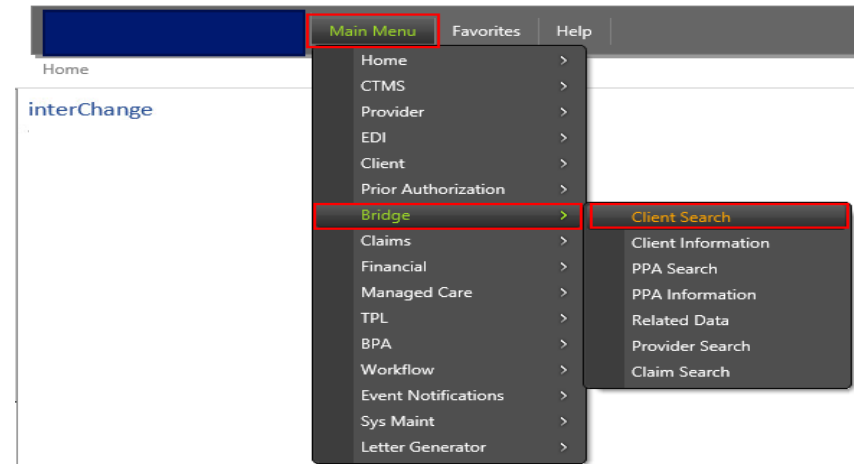
## Step 2. Enter Credentials-Sign in

## Step 3. Select Production InterChange

Applications	
Application	Description
<a href="#">Account Management</a>	Manages contact information, password, and authorizations for applications.
<a href="#">Production InterChange</a>	Production InterChange Environment

## Step 4. Hover over Main Menu. You will be using the 'Bridge': Client Search and PPA Search

**Note:** 'Client Search' or 'Client Information' → Gets you to the Task worksheet and 'PPA Information' → PPA; i.e allocation and service authorization



# Know the System

Each part of the system communicates to other areas within it. Understanding where information goes is crucial. There are specific buttons to use and reasons why errors pop up if/when a step is missed. Keep in mind: many steps require you to clicking anywhere on the screen to update the information being worked on.

**Client Search or information** → Find Task worksheet in Client information

**Task worksheet** → Save “talks” to the PAR (either existing or a new PAR added based on date span).

**PPA**=Pre Prior Authorization → Allocations under Allocation Tab. (‘Saved’ Task worksheets talk to the allocation tab in the PPA. \*Can search by Client ID, PPA # or PA#. Client ID will give you a list of PARs for that member.

**Adding or Changes in Allocation Tab** → ‘Syncing’ Pulls info from Task worksheet and Saving “talks” to the service line when adding new or revising \*\*If you miss a step of “syncing” or completing “saving” then the service line won’t know it’s supposed to make the changes to the current T2025 service line.

**Base Panel Information** →

1. **‘Submit PPA’** talks to the PA (Prior Authorization-only Dept views and feeds into Provider Portal “Gatekeeper of Claims”)-The system batches **1x per night at** approximately 7pm. \*Entering late evening results in 1 day delay
2. **‘Sync’** in base panel if selected pulls information back to the PPA from the PA \*DO NOT USE BASE PANEL SYNC FOR THESE REVISIONS or for CDASS in general.

# CDASS Task Worksheet

**Use these instructions to copy a CDASS Task Worksheet in the Bridge. This panel is located under the Client Information section of the Bridge.**

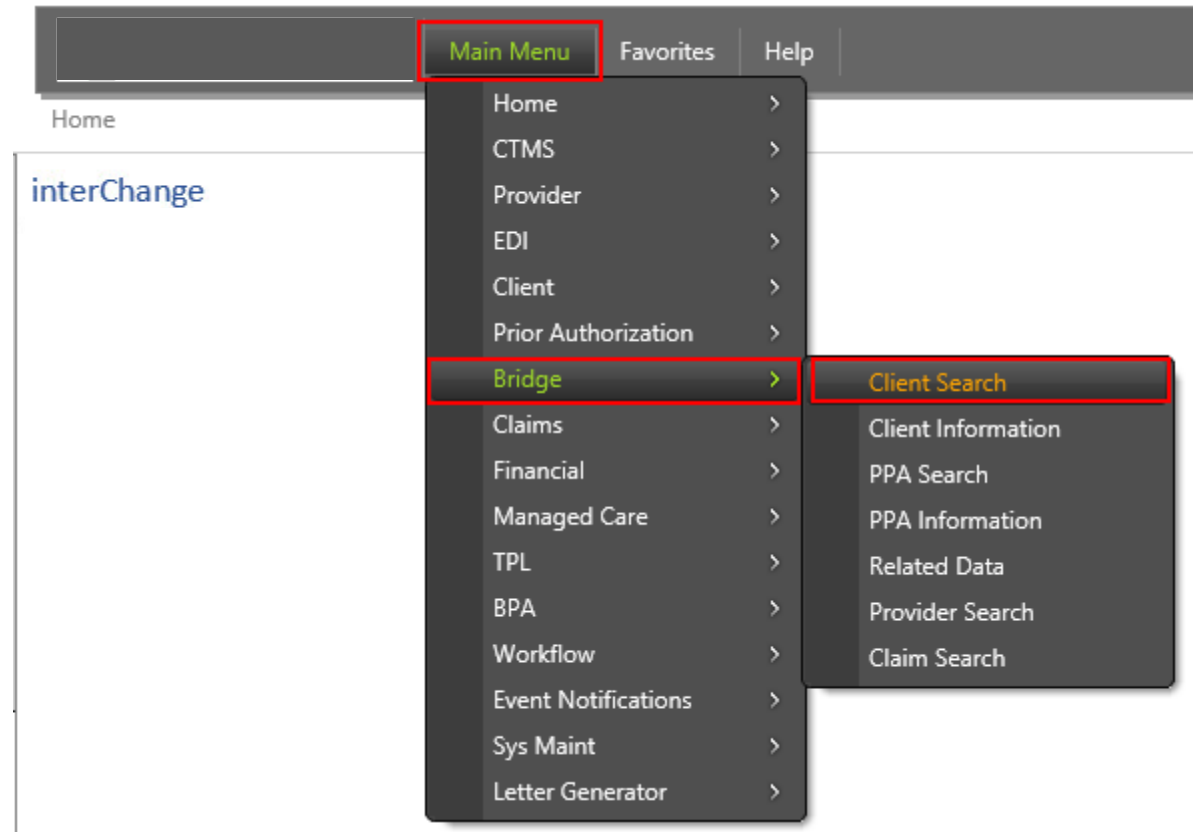
**Note: You can have two tabs open-(1) for the task worksheet and (1) for the PPA by right clicking and opening new tab. If you use 2 tabs, remember to refresh the PPA following changes in the task worksheet.**

# Locating CDASS Task Worksheet

## Step 1. Search for the client

Under Main Menu select the Bridge application and then select Client Search.

**Note:** Some may find it easier to locate the PPA first to review and then open the task worksheet in a separate tab.





# Locating a CDASS Task Worksheet

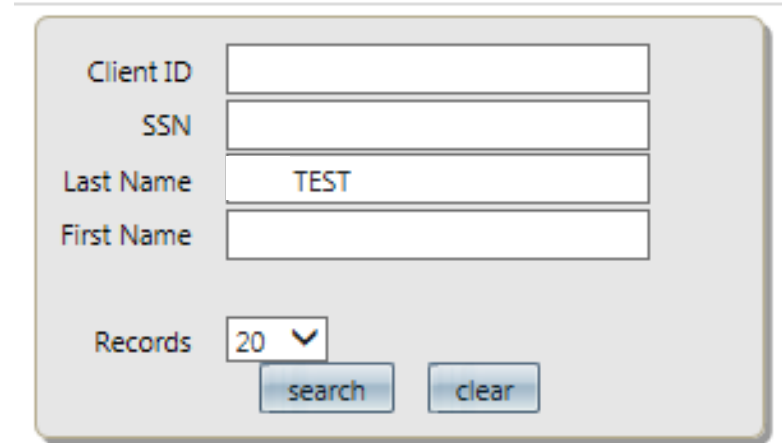
## Step 2: Search for applicant in the Bridge.

Enter information to find a client's record

Don't have to use all search fields (at least 1):

- **Client ID – Medicaid Client ID**
- SSN – Client's Social Security Number
  - Enter the number with or without the dashes
- Last Name – User can enter full or partial last name
  - Recommended to enter the full name to reduce the number of records returned
- First Name - User can enter full or partial first name
  - At least 2 characters of the Last Name is needed
- Records – Search records are defaulted to 20 results
  - User can select to have 5, 10, 20, 50 or 100 records show

**Press Search**



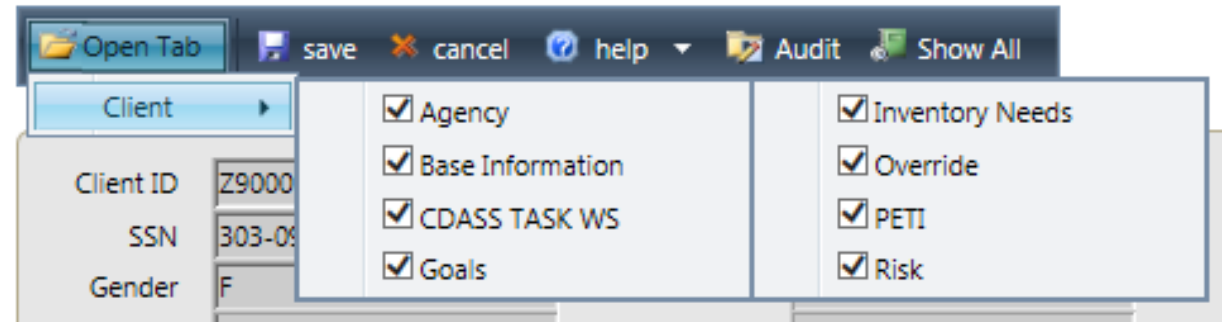
The screenshot shows a search form with the following fields and controls:

- Client ID:
- SSN:
- Last Name:
- First Name:
- Records:  (dropdown menu)
- Buttons:  and

# Creating a CDASS Task Worksheet View (Details)

## Step 3. Creating a worksheet

- Display CDASS Task Worksheet (if not already visible)
  - Click open tab and go to client and select.
  - Check CDASS Task WS.
- If you only want to display the panel for the current session, click on the word next to a checkbox.
- **\*Note:** Checking a box will keep that panel displayed for future sessions.



# Locating a CDASS Task Worksheet (Details)

## Step 4. Select CDASS Task Worksheet tab on the panel.

Locate the CDASS Task WS panel

The screenshot displays a software interface for managing CDASS Task Worksheets. At the top, a toolbar includes buttons for 'Open Tab', 'save', 'cancel', 'help', 'Audit', and 'Show All'. Below this, a form is divided into three main sections: Client Information, Personal Details, and Assessment Scores.

**Client Information:**

Client ID	Z900067
SSN	303-09-0067
Gender	F
Birth Date	03/19/1999
Death Date	
Age	20
Race	2 - White
Ethnicity	00 Not Applicable
Language	ENG - English
County	Pueblo

**Personal Details:**

Name	TEST, HAYLE L
Address	1560 BROADWAY
Address 2	
Address 3	
City	PUEBLO
State	CO
ZIP	81003
ZIP+4	1349
Phone	(281)826-8787
Phone Type	Home
Add Phone	(000)000-0000
Add Type	

**Assessment Scores:**

Active	Active
Benefit Plan	TXIX 01/01/2019-12/31/2299
Home Lvg Score	0
Comm Lvg Score	0
Hlth & Safety Score	0
Med Needs Score	0
Behavioral Needs Score	0
SIS Survey Date	1/1/0001 12:00:00 AM
Calc DD Level	
Calc SLS Level	

Below the form is a tabbed interface with the following tabs: 'Base Information', 'Agency', 'CDASS TASK WS' (highlighted with a red box), 'Goals', 'Inventory Needs', 'Override', 'Risk', and 'PETI'. The 'CDASS TASK WS' tab is active, showing a table for task details.

**Task Details Table:**

Start Date of CDASS		End Date of CDASS		Homemaker		Enhanced Homemaker SLS Only	
				Norm	Min/Wk	Norm	Min/Wk
Floor Care				15min/room		Habilitative	IND
Bathroom				45min/wk		Extraordinary	IND

# Revising (Copying) CDASS PAR

- Use these instructions to complete a revision to an existing task worksheet.

# Revising CDASS PAR for an EBD Client

## Step 1. Ending Current Task WS

- Select corresponding worksheet
- End date it
- Hit save.

\***Note:** Hit 'Update No.' if worksheets are out of order.

The screenshots show the CDASS TASK WS interface with the following data:

Update No.	Start Date of CDASS	End Date of CDASS	FloorCare	Bathroom	Kitchen	Trash	MealPrep	Dishwashing
1	03/01/2019	04/30/2019	100	200	300	35	0	0

Update No.	Start Date of CDASS	End Date of CDASS	FloorCare	Bathroom	Kitchen	Trash
1	03/01/2019	03/31/2019	100	200	300	35

# Revising CDASS PAR-Task Worksheet Copy

## Step 2. Copy CDASS Task WS

- Select the end dated worksheet by clicking on the worksheet **again** even if the worksheet appears to remain in the panel.
- Select copy

**\*Note:** Failure to reselect the worksheet after saving and prior to selecting 'copy' may result in the wrong task worksheet being copied.

Homemaker		Enhanced Homemaker SLS Only		Personal Care		Health Maintenance		
Norm	Min/Wk	Norm	Min/Wk	Norm	Min/Wk	Norm	Min/Wk	
Floor Care	15min/room	30	Habitative	IND	0	Eating	30min/meal	0
Bathroom	45min/wk	20	Extraordinary	IND	0	Respiratory Assistance	30min/wk	0
Kitchen	35min/wk	35				Skin Care Maintenance	35min/wk	0
Trash	35min/wk	35				Bladder/Bowel	10min/each	100
Meal Prep	420min/wk	420				Hygiene	420min/wk	250
Dishwashing	140min/wk	70				Dressing	210min/wk	200
Bed making	35min/wk	35				Transfers	5min/each	0
Laundry	20min/load	60				Mobility	5min/each	100
Dusting	30min/wk	15				Positioning	15min/2hrs	40
	( BL CMHS, SCI EBD Only)					Medication Reminders	5min/each	0
Shopping	120min/wk	125				Medical Equipment	60min/wk	0
						Bathing	IND	140
						Accompanying (BL CMHS, SCL EBD Only)	IND	0
						Protective Oversight (SLS Only)	IND	60
						Money Management	60/wk	0
						Menu Planning & Grocery Shopping	180/wk	0
Total Hrs/Wk		14.25	Total Hrs/Wk		0.00	Total Hrs/Wk		15.00
						Total Hrs/Wk		9.75

Update No.	Start Date of CDASS	End Date of CDASS	FloorCare	Bathroom	Kitchen	Trash	MealPrep	Dishwashing	BedMaking	Laundry	Dusting	Shopping	Homemaker Hours
1	04/01/2021	10/31/2021	30	20	35	35	420	70	35	60	15	125	14.25

# Revising CDASS PAR-Task worksheet

## Step 3. Copy CDASS Task WS

- Task Min/Wk should auto populate from task worksheet copied
- Enter Start and End Date
- Select Calculate (min/wk tasks can be changed at this step)
- Hit Save
- CDASS changes will show on the panel. \*Double check service hours-revise if copy error, calculate, save

### Note:

- Revised CDASS Task WS start date cannot overlap with prior end date.
- You don't have to use "copy" & can 'add' a new TW for blank tasks. Double check hours are correct.

Update No.	Start Date of CDASS	End Date of CDASS	FloorCare	Bathroom	Kitchen	Trash	MealPrep	Dishwashing	BedMaking	Laundry	Dusting	Shopping	Homemaker Hours	Habilitative	Extraordinary	Enhanced Homemaker Hours	Eating	Respiratory	Skincare	Bladder	Hygiene	Dressing	Transfers	Mobi
1	04/01/2021	10/31/2021	30	20	35	35	420	70	35	60	15	125	14.25	0	0	0.00	0	0	0	100	250	200	0	1
2	11/01/2021	12/31/2021	30	20	35	35	420	70	35	60	15	125	14.25	0	0	0.00	0	0	0	100	250	200	0	1

# Revising CDASS PAR

**Use these instructions to locate the PAR and continue revision of allocation and PAR after task worksheet has completed the revision/copy.**

**Note: If the PAR is open in a separate tab, make sure to refresh the page to allow for the PAR to know the task worksheet had changes made to it.**

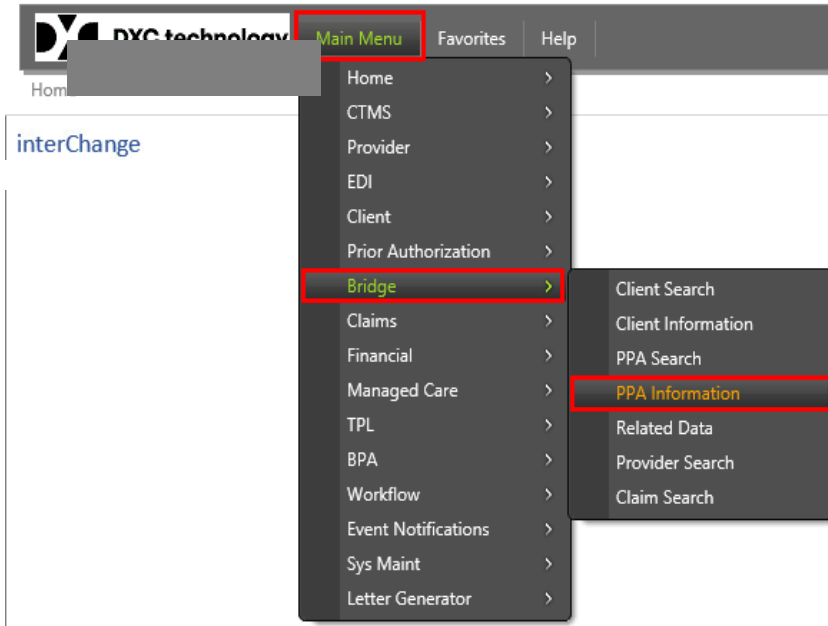


# Locating a CDASS Allocation (Details)

## Step 1. Find PAR

- Select the Bridge from Main Menu
- Select PPA information
- Enter PA # (If the end date shows 12/31 or prior, use client ID to find latest PAR), PPA#, or client ID

Note: If you right click while hovered over selection, you can open in new window/tab. Selecting will use current window.

A screenshot of the search form for MMIS PA Number. The form includes fields for MMIS PA Number, Client ID, Provider ID, Bridge PPA Number, Pa Status, Process Status, Cert Start Date, Cert End Date, and Records. The 'search' button is highlighted with a red box. The 'Clear' button is also visible.

# Revising CDASS PAR- Syncing

## 2. Updating the CDASS Allocation

- Locate the desired PAR
  - Do **not** select “sync” under base information panel if message populates when accessing desired PAR
- Select the Allocation tab
- Select the last CDASS Allocation
- A message will populate that a change was made to CDASS Task WS.
- Hit OK

Line Number	CDASS Effective Date	CDASS End Date	Days In CDASS Period	Months In CDASS Period	Homemaker	Enhanced Homemaker	Personal Care	Health Maintenance	Homemaker	Enhanced Homemaker	Personal Care	Total Allocated Against SPAL	Health Maintenance	CDASS Total
1	03/01/2019	04/30/2019	61	2.00000000	12.00	0.00	0.00	0.00	\$743.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

# Revising CDASS PAR- Syncing Cont.

## 3. Sync Allocation

- Hit Sync
- A message will populate that the sync was complete
  - Hit sync again if no message. Do not continue without it.
- Hit Save
  - Make sure you get the 'save was successful' message prior to continuing
- **Note:** Only sync CDASS changes in allocation tab.

The screenshot shows a software interface for CDASS PAR- Syncing. At the top, a message bar indicates "Save was successful" and "Base Information". Below this, a table displays allocation data for various categories. A modal dialog box is open, displaying the message: "icuat.xco.dcs-usps.com says SYNC Complete. HIT SAVE NOW." with an "OK" button. At the bottom, a table lists CDASS records with columns for Line Number, Effective Date, End Date, Geo. Pricing, Days In CDASS Period, Months In CDASS Period, and allocation amounts for Homemaker, Enhanced Homemaker, Personal Care, and Health Maintenance.

Message Description	Panel	Field	Row
Save was successful	Base Information		

Health Maintenance	6.25		
<b>Standard Pricing Amount</b>		<b>Geographic Pricing Amount</b>	<b>HCPF Standard Pricing Difference</b>
<b>CDASS Monthly Allocation</b>			
Homemaker	\$345.76	\$345.76	\$0.00
Personal Care	\$342.09	\$342.09	\$0.00
Enhanced Homemaker	\$393.15	\$393.15	\$0.00
<b>Total Allocated Against SPAL</b>	<b>\$1,081.01</b>	<b>\$1,081.01</b>	<b>\$0.00</b>
Health Maintenance	\$724.54		\$0.00
<b>CDASS Total Monthly Allocation</b>	<b>\$1,805.55</b>		<b>\$0.00</b>
<b>CDASS Yearly Allocation</b>			
Yearly (Allocated against SPAL)	\$7,567.04	\$7,567.04	\$0.00
Yearly (Outside of SPAL Allocation)	\$5,071.80	\$5,071.80	\$0.00
<b>Total Yearly Allocation</b>	<b>\$12,638.84</b>	<b>\$12,638.84</b>	<b>\$0.00</b>
<b>CDASS Daily Rate</b>			
Daily Rate (Allocated against SPAL)	\$35.36	\$35.36	\$0.00
Daily Rate (Outside of SPAL Allocation)	\$23.70	\$23.70	\$0.00
<b>CDASS Daily Rate</b>	<b>\$59.06</b>	<b>\$59.06</b>	<b>\$0.00</b>

Buttons: Calculate, Sync, delete, add

Line Number	CDASS Effective Date	CDASS End Date	Geo. Pricing	Days In CDASS Period	Months In CDASS Period	Homemaker	Enhanced Homemaker	Personal Care	Health Maintenance
1	01/01/2021	05/31/2021	Standard	151	5.000000000	5.50	3.50	4.00	

# Revising CDASS PAR- Allocation

## 4. Add Allocation 1:2

- Hit 'add'
- Select dropdown and new allocation.
- Click on screen
- Hit Calculate
- **Note:** Only add allocation following the successful 'sync' and 'save'

By selecting 'Sign', you are confirming the Affirmation form is completed.

Available CDASS Task Worksheets\* Geographic Pricing

Geographic Pricing

CDASS Effective Date

CDASS End Date

Days in CDASS Period

Months in CDASS Period

CDASS Weekly Hours of Service

Homemaker

Personal Care

Enhanced Homemaker

Health Maintenance

Standard Pricing Amount

CDASS Monthly Allocation

Homemaker

Personal Care

Enhanced Homemaker

Total Allocated Against SPAL

Health Maintenance

CDASS Total Monthly Allocation

CDASS Yearly Allocation

Yearly (Allocated against SPAL)

Yearly (Outside of SPAL Allocation)

Total Yearly Allocation

CDASS Daily Rate

Daily Rate (Allocated against SPAL)

Daily Rate (Outside of SPAL Allocation)

CDASS Daily Rate

Geographic Pricing Amount

HCPF Standard Pricing Difference

Calculate Sync delete add

Available CDASS Task Worksheets\* 11/01/2021-12/31/2021

Geographic Pricing Standard

CDASS Effective Date

CDASS End Date

Days in CDASS Period

Months in CDASS Period

CDASS Weekly Hours of Service

Homemaker

Personal Care

Enhanced Homemaker

Health Maintenance

Standard Pricing Amount

CDASS Monthly Allocation

Homemaker

Personal Care

Enhanced Homemaker

Total Allocated Against SPAL

Health Maintenance

CDASS Total Monthly Allocation

CDASS Yearly Allocation

Yearly (Allocated against SPAL)

Yearly (Outside of SPAL Allocation)

Total Yearly Allocation

CDASS Daily Rate

Daily Rate (Allocated against SPAL)

Daily Rate (Outside of SPAL Allocation)

CDASS Daily Rate

Geographic Pricing Amount

HCPF Standard Pricing Difference

Calculate Sync delete add

Line Number	CDASS Effective Date	CDASS End Date	Geo. Pricing	Days in CDASS Period	Months in CDASS Period	Homemaker	Enhanced Homemaker	Personal Care	Health Maintenance	Homemaker
1	01/01/2021	10/31/2021	Standard	304	10.0000000000	11.00	0.00	5.25	10.50	\$765.78
2	11/01/2021	12/31/2021	Standard	61	2.0000000000	11.00	0.00	5.25	10.50	\$788.90

# Revising CDASS PAR-Adding Allocation Cont.

## 5. Add Allocation 2:2

- Hit Calculate
- Check Both allocations are updated in the data panel
- Complete Affirmation form and Case Manager signature
- Hit Save

### Note:

- Confirm allocations have calculated and days do not exceed 365.
- **Confirm service hours** are correct and match prior allocation if 'copied'. **STOP** and revise TW if copy error occurred. Delete allocation line and go back to TW. Make sure to 'calculate' after any TW changes prior to saving TW.

Please complete the Affirmation form Below

Please note you will not be allowed to proceed unless you respond YES to each and then your affirmation will be recorded

Please Affirm : have you received the completed CDASS Physician Attestation of Consumer Capacity indicating the client is in stable health? ☒

Please Affirm : (If the Client has AR) have you received the completed Authorized representative Screen and Questionnaire form? ☐ Yes ☒ N/A

Please Affirm : (If the Client has AR) have you received the completed Authorized representative Designation and Affidavit form? ☐ Yes ☒ N/A

Please Affirm : have you completed the CDASS Task Worksheet? ☒

Please Affirm : have you received the completed Client/Authorized representative responsibilities form? ☒

Please Affirm : have you approved the client's Attendant Support Management Plan(ASM/P)? ☒

Case Manager Signature

By selecting 'Sign', you are confirming the Affirmation form is completed.

Available CDASS Task Worksheets\*

Geographic Pricing

CDASS Effective Date

CDASS End Date

Days In CDASS Period

Months In CDASS Period

CDASS Weekly Hours of Service

Homemaker	<input type="text" value="11"/>
Personal Care	<input type="text" value="5.25"/>
Enhanced Homemaker	<input type="text" value="0.00"/>
Health Maintenance	<input type="text" value="10.50"/>

	Standard Pricing Amount	Geographic Pricing Amount	HCPF Standard Pricing Difference
CDASS Monthly Allocation			
Homemaker	\$786.9	\$786.90	\$0.00
Personal Care	\$375.46	\$375.46	\$0.00
Enhanced Homemaker	\$0.00	\$0.00	\$0.00
Total Allocated Against SPAL	\$0.00	\$0.00	\$0.00
Health Maintenance	\$1,243.79	\$1,243.79	\$0.00
CDASS Total Monthly Allocation	\$2,406.15	\$2,406.15	\$0.00
CDASS Yearly Allocation			
Yearly (Allocated against SPAL)	\$0.00	\$0.00	\$0.00
Yearly (Outside of SPAL Allocation)	\$4,812.29	\$4,812.29	\$0.00
Total Yearly Allocation	\$4,812.29	\$4,812.29	\$0.00
CDASS Daily Rate			
Daily Rate (Allocated against SPAL)	\$0.00	\$0.00	\$0.00
Daily Rate (Outside of SPAL Allocation)	\$78.89	\$78.89	\$0.00
CDASS Daily Rate	\$78.89	\$78.89	\$0.00

Allocation Number	CDASS Effective Date	CDASS End Date	Geo. Pricing	Days In CDASS Period	Months In CDASS Period	Homemaker	Enhanced Homemaker	Personal Care	Health Maintenance	Homemaker
1	01/01/2021	10/31/2021	Standard	304	10.000000000	11.00	0.00	5.25	10.50	\$786.90
2	11/01/2021	12/31/2021	Standard	61	2.000000000	11.00	0.00	5.25	10.50	\$786.90

# Identifying Denver Unit Differential

## 6. Members with Denver Residence

- The allocation panel will auto populate if the member lives in Denver or is Standard Pricing (non-Denver)
- 'Geographic Pricing' will have Denver
- Once calculated, the 'HCPF Standard Pricing Difference' will have \$ amounts instead of '0.00' for Standard

### Note: FMS Portals-Denver Interim Process

1. Either click on allocation line with Denver and take a screenshot for the FMS, or
  2. Provide the 'CDASS Total Monthly Allocation' and 'Total Yearly Allocation' amounts located in 3<sup>rd</sup> column.
- Contact FMS for assistance

Case Manager Signature [Signature] Sign

By selecting 'Sign', you are confirming the Affirmation form is completed.

Available CDASS Task Worksheets\*  
Geographic Pricing: **Denver**

CDASS Effective Date [ ]  
CDASS End Date [ ]  
Days In CDASS Period [ ]  
Months In CDASS Period [ ]

CDASS Weekly Hours of Service  
Homemaker [ ]  
Personal Care [ ]  
Enhanced Homemaker [ ]  
Health Maintenance [ ]

CDASS Monthly Allocation  
Homemaker [ ]  
Personal Care [ ]  
Enhanced Homemaker [ ]  
Total Allocated Against SPAL [ ]

CDASS Total Monthly Allocation **\$123.45**

CDASS Yearly Allocation  
Yearly (Allocated against SPAL) [ ]  
Yearly (Outside of SPAL Allocation) [ ]  
Total Yearly Allocation **\$1,234.56**

CDASS Daily Rate  
Daily Rate (Allocated against SPAL) [ ]  
Daily Rate (Outside of SPAL Allocation) [ ]  
CDASS Daily Rate [ ]

Update No.	Start Date of CDASS	End Date of CDASS	Geo. Pricing	FloorCare	Ba
1	09/01/2018	11/14/2018	Standard	30	
2	11/15/2018	08/31/2019	Denver	30	

Case Manager Signature [Signature] Sign

By selecting 'Sign', you are confirming the Affirmation form is completed.

Available CDASS Task Worksheets\*  
Geographic Pricing: **Denver**

CDASS Effective Date [ ]  
CDASS End Date [ ]  
Days In CDASS Period [ ]  
Months In CDASS Period [ ]

CDASS Weekly Hours of Service  
Homemaker [ ]  
Personal Care [ ]  
Enhanced Homemaker [ ]  
Health Maintenance [ ]

CDASS Monthly Allocation  
Homemaker [ ]  
Personal Care [ ]  
Enhanced Homemaker [ ]  
Total Allocated Against SPAL **\$12.34**

CDASS Total Monthly Allocation **\$12.34**

CDASS Yearly Allocation  
Yearly (Allocated against SPAL) **\$1,234.56**  
Yearly (Outside of SPAL Allocation) **\$6,789.12**

CDASS Daily Rate  
Daily Rate (Allocated against SPAL) [ ]  
Daily Rate (Outside of SPAL Allocation) [ ]  
CDASS Daily Rate [ ]

Budget 1: SPAL  
Budget 2: HMA

Monthly  
Annual

# Revising CDASS PAR- Add T2025 Service Line

## 7. Add an additional CDASS line item

- Select 'Line Item' Tab
- Select T2025 line and hit 'Add'
- Add new CDASS services from drop down (T2025)
  - SLS may have 2 T2025 lines (U8 and U8 SE) to complete
- Enter 'end date'
- It will display multiple CDASS Lines until saved (notice the original T2025 line automatically changed end date)
- **Note:** Line for T2040 does not need to be added or changed unless changing FMS provider with a different unit rate

Line	Status	Service Description	Units	Dollars	Eff Date	End Date	ADL	IADL
03		T2025 - CDASS Services U1	77760.000	\$0.01			N	N
01	INACTIVE	T2025 - CDASS Services U1	75609.000	\$0.01	03/01/2019	03/31/2019	Y	N
02	INACTIVE	T2040 - FMS Vendor Fees U1	2.000	\$103.21	03/01/2019	04/30/2019	N	N

Line Item Form Details:

- Line: 03
- Rendering Provider ID: [Search]
- Provider Name: [Text]
- Service: T2025 - CDASS Services U1
- Service Description: T2025 - CDASS Services U1
- Additional Service Description: [Text]
- Units: 77760
- Dollars: \$0.01
- Eff Date: 4/1/2019
- End Date: 4/30/2019
- Balance Units: 0
- Balance Dollars: \$0.0
- Quantity Used Dollars: \$0.0
- Quantity Used Units: 0
- Claims First Paid Date: N/A
- Claims Last Paid Date: N/A
- Receive Alert?: NO
- Alert Threshold: 90%
- Status: [Text]
- Payment Method: Pay Unit Fee Price w/Unit Lrr
- Claims Activity: [Text]

Activities of Daily Living (checked): Bathing, Dressing, Toileting, Mobility, Transferring, Eating, Supervision, Memory/Cognition.

Instrumental Activities of Daily Living (unchecked): Hygiene, Medication Management, Transportation, Money Management, Shopping, Meal Preparation, Laundry, Accessing Resources, House Work.

Frequency Calculator: Unit Value (0), No. Days/Hrs/Trips, Days/Wk, No. of Weeks, No. of Months, Recommended Units (0), Max Amount.

Goals Data: \*\*\* No rows found \*\*\*



# Revising CDASS PAR-After Service Line Added

## 8. Merge CDASS Lines

- Hit save and line will merge into one.
  - If line doesn't merge, **STOP**. Delete line and do not submit with multiple T2025 lines if there was not a gap in services.
- **Note:** New total units merged in line's calculation can be checked by adding the total units for each allocation line at the bottom of allocation tab.
- Allocation tab → scroll over → add annual units.
- Make sure T2025 has full CDASS certification start and end date

The screenshot displays the CDASS PAR system interface. At the top, a toolbar includes buttons for 'Open Tab', 'save', 'cancel', 'new', 'help', 'Audit', and 'Show All'. Below this is a message bar indicating 'Save was successful' and 'Base Information'.

The main form is divided into two columns of fields. The left column contains: MMIS PA Number, Bridge PPA Number (154095), PA Status (INACTIVE), Process Status (WORK IN PROGRESS), Amendment Status, Process Status Date (11/04/2019), Selected Benefit Plan (HCBS-Elderly, Blind and Disabled (EBD)), Provider ID (63407752), Current Benefit Plan (TXIX 01/01/2019-12/31/2299), and Claims Activity. The right column contains: Client ID (Z900067), Client Last Name (TEST), Client First Name (HAYLE), Client Birth Date (03/19/1999), Support Level, Receive Alert (NO), Cert Start Date (03/01/2019), Cert End Date (04/30/2019), Authorized SPAL/CES Limit (\$0.00), Total SPAL/CES Spend (\$0.00), HCBS AVG Daily Cost (\$28.53), LTHH AVG Daily Cost (\$0.00), and Total AVG Daily Cost (\$28.53). Buttons for 'Sync', 'Check Limits', 'Submit PPA', 'Delete', and 'Print' are located at the bottom of the form.

Below the form is a tabbed interface with 'Base Information' selected. The 'CDASS Allocation' tab is active, showing a table with the following data:

Line	Status	Service Description	Units	Dollars	Eff Date	End Date	ADL	IADL
01	ACTIVE	T2025 -CDASS Services U1	153369.000	\$0.01	03/01/2019	04/30/2019	Y	N
02	ACTIVE	T2040 -FMS Vendor Fees U1	2.000	\$103.21	03/01/2019	04/30/2019	N	N



# Submitting Revised CDASS PAR

## 9. Submission

- Once T2025 lines merged and saved, Hit check limits
- Resolve any issues or error messages if applicable
- Submit PPA
- PAR status will be displayed in data panel.
- PPA submitted successfully when message appears
- **Note:** If error message appears, select the message tab. Message will show a code and error reason will generate. Make required changes, save, check limits and submit PPA

Open Tab
save
cancel
new
help
Audit
Show All

Message Description	Panel	Field	Row
PPA is now awaiting system submission to PA. Base Information			

MMIS PA Number
Bridge PPA Number
PA Status
Process Status
Amendment Status
Process Status Date
Selected Benefit Plan
Provider ID
Current Benefit Plan
Claims Activity

Client ID
Client Last Name
Client First Name
Client Birth Date
Support Level
Receive Alert
Cert Start Date
Cert End Date
Authorized SPAL/CES Limit
Total SPAL/CES Spend
HCBS AVG Daily Cost
LTHH AVG Daily Cost
Total AVG Daily Cost

Sync
Check Limits
Submit PPA
Delete
Print

Line	Status	Service Description	Units	Dollars	Eff Date	End Date	ADL	IADL
01	APPROVED	T2025 -CDASS Services U1	148779.000	\$0.01	03/01/2019	04/30/2019	Y	N
02	APPROVED	T2040 -FMS Vendor Fees U1	2.000	\$103.21	03/01/2019	04/30/2019	N	N

# PAR Revision Completion

## Submitted PPA Successfully

- Complete Required Steps in the FMS Portal (Denver members may have an extra step to complete with the FMS)
- Move on to the next PAR
- Once approved in the FMS portal, the CM sends Client Notification Letter using only the amounts in the FMS portals.

**Note:** The Bridge batches 1x per night around 7pm. The FMS would not have view in the provider portal of the updated units until the following day. If entered in the Bridge after 7pm, the revision would not be batched until the following night resulting in provider portal not having the update for 2 days.



# Some CDASS Error Codes

## **B015**

SLS CDASS-SPAL Spending Exceeds Limits

- Resolution is to edit last task worksheet or lower units from other services.
- Further questions for SPAL is to reach out to the Department.

## **B075**

CDASS- Affirmation Form incomplete

- Resolution is to Complete the Allocation form and hit save.

## **B037**

Exceeds Daily Cost

- Resolution is to have a supervisor complete the 'submit PPA' using their supervisor credentials.

## **B077**

CDASS- Procedure code missing

- Resolution is to add one of the CDASS Services to the line item.

# Helpful Tips

1. **Take it slow. Missing a step creates errors, resulting in extra work for you.**
2. **Know how the different parts of the Bridge connect.**
  - a. Client Information: CDASS Task Worksheet → the Bridge PPA: Allocation Tab and allocation lines → the Bridge PPA: Service Lines (T2025)
  - b. Missing a 'save' or 'sync' step loses the connection (or communicates incorrectly) to the next parts results a ripple effect of errors in each part after the missed step.
3. **You can have two (2) tabs open, 1 for Client Information and 1 for the PPA.**
  - a. 'Right click' when opening client information or when opening PPA search
  - b. After saving the updated task worksheet in client information, make sure to 'refresh' the PPA page before updating the allocation line.
4. **Line numbers will be out of order In the CDASS task worksheet in the client information.**
  - a. Please sort by clicking on 'Update No.' and it will put them in order.
5. **Make sure you reselect the task worksheet you want to copy after you have completed the end date and save.**
  - a. Double check service hours match and were copied correctly.
  - b. Delete the task worksheet copied if it's wrong or only blank. Click on last task worksheet and hit copy to try again.
  - c. Once you have the allocation line attached to the PA, you will not be able to revise and must contact the help desk.
6. **If you click on the allocation line and a pop up for syncing doesn't generate:**

**Stop!** Do not add the new allocation) and go back to the client information and make sure it was saved successfully. Then refresh PPA and try again.

# Helpful Tips

**7. There are pop-ups that provide instructions about steps to be completed.**

- a. Make sure you 'save' after selecting the 'sync' in the CDASS allocation. Not saving after will result in errors when adding the line item.
- b. Make sure to 'save' after adding the new allocation line. No save = error with service line

**8. Double check the allocation lines for the correct number of days. If it doesn't recalculate number of days, STOP. There should not be more than 365 days combined total.**

- a. If you haven't added the new allocation, stop. Go back to the task worksheet and make sure it saved; refresh and try steps again.
- b. If you have added the new allocation, delete the allocation line added. Refresh the tab. Go back to the task worksheet and redo.

**9. Make sure you 'save' the allocation updates prior to adding the T2025 service line/s.**

**10. There should only be (1) T2025 with the same modifier. The T2025 allocation lines merge into 1 service line.**

- a. Separate T2025 lines with same modifier will create issues and require a data fix if fully submitted.
- b. If lines don't merge after saving, stop! Delete the new line. Work backwards – delete the new service line, delete allocation line, and delete task worksheet. Redo all steps making sure all steps are saved.

**11. Check to make sure the T2025 line (s) have the start date from the original allocation start date to the last end date (full span).**

- a. Do not submit if there is only partial start and end date.

**12. If you aren't sure if something is correct:**

- a. **STOP.** Do not click 'Submit PPA'.

# Quick Reference

1. Login into MEUPS
2. Look up PA # in Bridge (Main Menu→ Bridge→ PPA Search→ Enter PA #)
3. Look up client in Bridge (Main Menu→ Bridge→ Client search/info.→ Click Task Worksheet (TW) Tab.
4. Click most recent TW→ end date 12/31/21 TW→ Click save
5. Select (**AGAIN**) last end dated 12/31 TW→ click COPY→ Enter 1/1/22 start date and cert. end date → Calculate→ Save
6. Go to PA or refresh page if 2 tabs open→ Select Allocation tab→ Select most recent allocation line→ sync→ save.
7. Click Add→ Select 1/1/22 allocation from drop down→ click on screen and click Calculate→ Check Affirmation & sign→ Save **\*Check amount of days don't exceed 365 total and service hours match prior allocation**
8. Select Line Item Tab→ Select T2025 line→ Add T2025 from dropdown→ Enter End Date→ Click Save \*SLS may have two T2025 lines to add (U8 and U8 SE)
9. Select Check Limits→ Submit PPA or resolve errors→ Complete Revision in FMS portal

# Contact Info

**CCM Help Desk**

**Bridge Issues or Questions**

**[ccmhelpdesk@gainwelltechnologies.com](mailto:ccmhelpdesk@gainwelltechnologies.com)**

**Participant Directed Programs Unit**

**General CDASS Questions**

**[Hcpf\\_pdp@state.co.us](mailto:Hcpf_pdp@state.co.us)**

# Thank you!