



## CO CDASS Case Manager Portal: Rate Revision Instructions

These instructions will provide support for the 1/1/2023 rate increases to guide Case Managers through the process in the Palco portal. For full instructions on using the Palco portal please view the full Case Manager Portal User Guide located on our website.

### Revising an Existing Budget

**Please note this should be done after you have completed the revision in the DXC Bridge.**

1. Locate your client using the Search feature.
2. Click on the **"Budget"** tab on the left side.
3. Choose the PAR you would like to revise by selecting it in the "History" section at the top of the page.
  - a. **VERY IMPORTANT:** Make sure you are selecting the correct budget by verifying the start and end dates! If you see an error or a budget is missing, please stop and contact [CO-CDASS@palcofirst.com](mailto:CO-CDASS@palcofirst.com). You may need to enter an initial budget first before proceeding.
4. Click **"Create Revision"** (see screenshot on next page).

The screenshot shows the 'CDASS Monthly Allocation & PAR' interface. At the top, there are tabs for 'Entry' and 'Worksheet'. Below the title, there is an 'ADD NEW' button. A 'History' section contains a table with the following data:

PAR NUMBER	ELIGIBILITY START	ELIGIBILITY END	AUTHORIZATIONS	STATUS	CREATED BY	CREATED AT
62209	2022-07-01	2023-03-31	HMS,HMAS,PCPS	Submitted		09/12/2022 09:50
62209	2022-04-13	2022-06-30	HMS,HMAS,PCPS	Submitted		05/10/2022 14:03
62209	2022-04-01	2022-04-12	HMS,HMAS,PCPS	Submitted		04/05/2022 16:24

Below the table, the 'PAR Number: 62209' is displayed. To its right are two buttons: 'SUBMITTED' (green) and 'REVISION' (blue). Further down, the client information is shown: 'Client Name: Jack Tripper', 'Medicaid ID:', and 'Waiver: EBD'. At the bottom, the 'CDASS (Program Participation) Period' is shown as '07/01/2022 through 03/31/2023', with input fields for 'DAYS: 274' and 'MONTHS: 9.00000000'.

SERVICE:	ADJUSTED RATE	HOURS/WEEK	PERIOD ALLOCATION	DAILY RATE	MONTHLY ALLOCATION
Homemaker	\$19.46	4	\$2997.56	\$10.94	\$333.06
Personal Care	\$19.46	7	\$5244.36	\$19.14	\$582.71
Health Maintenance Activities	\$30.59	72.75	\$85685.28	\$312.72	\$9520.59
<b>Roll Forward: \$3.79</b>					
<b>Totals: \$93927.20</b>				<b>\$342.80</b>	<b>\$10440.15</b>

  

PRIOR AUTHORIZATION REQUEST SERVICE	MODIFIER	# OF UNITS	COST PER UNIT	TOTAL \$ AUTHORIZED	DAILY RATE
T2025 CDASS	U1	9392720	\$0.01	\$93927.20	\$342.80
T2040 PMPM		9	\$85.00	\$765.00	\$2.79
<b>Totals: \$94692.20</b>					<b>\$345.59</b>

  

REVISED TOTALS (ALL WORKSHEETS): 04/01/2022 through 03/31/2023					DAYS: 365	MONTHS: 12
PRIOR AUTHORIZATION REQUEST SERVICE	MODIFIER	# OF UNITS	COST PER UNIT	TOTAL \$ AUTHORIZED:	DAILY RATE	
T2025 CDASS	U1	12379884	\$0.01	\$123798.84	\$339.17	
T2040 PMPM		12	\$85.00	\$1020.00	\$2.79	
<b>Totals: \$124818.84</b>					<b>\$341.97</b>	

CREATE REVISION

5. Using the "Add Revision" pop up screen, enter the effective date and verify it is correct selecting the check box. Once sure, click **"Create Revision"** (see screenshot below).
  - a. The rate increase will be effective **1/1/2023** for all CDASS members. Please use this as the revision Start Date.

### ADD REVISION

Current Worksheet Range: 07/01/2022 through 03/31/2023

Revision Start Date:

I'm sure the revision start date that I've chosen is correct.

6. The new rates set by the state will automatically be loaded for dates of service effective 1/1/2023 and later. Verify that everything on the screen is correct and click **"Save and Submit"** at the bottom (see screenshot on next page). You do not need to do anything else, once you save and submit the process is complete.
  - a. If a correction is needed, Palco staff will contact you within 2 business days to work with you to make corrections. Once corrections are made, Palco will require a screenshot of the DXC bridge for verification sent to [co-cdass@palcofirst.com](mailto:co-cdass@palcofirst.com).



PAR Number: 62209 PENDING REVISION

Client Name: Jack Tripper  
 Medicaid ID:  
 Waiver: EBD  
 CDASS (Program Participation) Period: 01/01/2023 through 03/31/2023 DAYS: 90 MONTHS: 3.00000000

SERVICE:	ADJUSTED RATE	HOURS/WEEK	PERIOD ALLOCATION	DAILY RATE	MONTHLY ALLOCATION
Homemaker	\$19.46	4	\$984.60	\$10.94	\$328.20
Personal Care	\$19.46	7	\$1722.60	\$19.14	\$574.20
Health Maintenance Activities	\$30.59	72.75	\$28144.80	\$312.72	\$9381.60
<b>Roll Forward: \$156.14</b>					
<b>Totals: \$30852.00</b>				<b>\$342.80</b>	<b>\$10440.14</b>

PRIOR AUTHORIZATION REQUEST SERVICE	MODIFIER	# OF UNITS	COST PER UNIT	TOTAL \$ AUTHORIZED	DAILY RATE
T2025 CDASS	U1	3085200	\$0.01	\$30852.00	\$342.80
T2040 PMPM		3	\$85.00	\$255.00	\$2.83
<b>Totals: \$31107.00</b>				<b>\$345.63</b>	

**REVISED TOTALS (ALL WORKSHEETS): 04/01/2022 through 03/31/2023** **DAYS: 365** **MONTHS: 12**

PRIOR AUTHORIZATION REQUEST SERVICE	MODIFIER	# OF UNITS	COST PER UNIT	TOTAL \$ AUTHORIZED:	DAILY RATE
T2025 CDASS	U1	12379884	\$0.01	\$123798.84	\$339.17
T2040 PMPM		12	\$85.00	\$1020.00	\$2.79
<b>Totals: \$124818.84</b>				<b>\$341.97</b>	

SAVE SAVE AND SUBMIT

- Use the History section to view prior authorizations and gather the information you need for your rate change notification letters. You can switch between the date spans to see the Monthly Allocation and Annual Allocation for each respective span.

CDASS Monthly Allocation & PAR ADD NEW

**History**

PAR NUMBER	ELIGIBILITY START	ELIGIBILITY END	AUTHORIZATIONS	STATUS	CREATED BY	CREATED AT
62209	2023-01-01	2023-03-31	HMS,HMAS,PCPS	Submitted		09/12/2022 10:07
62209	2022-07-01	2022-12-31	HMS,HMAS,PCPS	Submitted		09/12/2022 09:50
62209	2022-04-13	2022-06-30	HMS,HMAS,PCPS	Submitted		05/10/2022 14:03
62209	2022-04-01	2022-04-12	HMS,HMAS,PCPS	Submitted		04/05/2022 16:24

PAR Number: 62209 Status: SUBMITTED REVISION

Client Name: Jack Tripper  
 Medicaid ID:  
 Waiver: EBD  
 CDASS (Program Participation) Period: 01/01/2023 through 03/31/2023 DAYS: 90 MONTHS: 3.00000000

SERVICE:	ADJUSTED RATE	HOURS/WEEK	PERIOD ALLOCATION	DAILY RATE	MONTHLY ALLOCATION
Homemaker	19.14	4	\$984.60	\$10.94	\$328.20
Personal Care	19.14	7	\$1722.60	\$19.14	\$574.20
Health Maintenance Activities	30.09	72.75	\$28144.80	\$312.72	\$9381.60
<b>Roll Forward: \$156.14</b>					
<b>Totals: \$30852.00</b>				<b>\$342.80</b>	<b>\$10440.14</b>

Monthly Allocation

PRIOR AUTHORIZATION REQUEST SERVICE	MODIFIER	# OF UNITS	COST PER UNIT	TOTAL \$ AUTHORIZED	DAILY RATE
T2025 CDASS	U1	3085200	\$0.01	\$30852.00	\$342.80
T2040 PMPM		3	\$85.00	\$255.00	\$2.83
<b>Totals: \$31107.00</b>				<b>\$345.63</b>	

Annual Allocation

**REVISED TOTALS (ALL WORKSHEETS): 04/01/2022 through 03/31/2023** **DAYS: 365** **MONTHS: 12**

PRIOR AUTHORIZATION REQUEST SERVICE	MODIFIER	# OF UNITS	COST PER UNIT	TOTAL \$ AUTHORIZED:	DAILY RATE
T2025 CDASS	U1	12379884	\$0.01	\$123798.84	\$339.17
T2040 PMPM		12	\$85.00	\$1020.00	\$2.79
<b>Totals: \$124818.84</b>				<b>\$341.97</b>	



## Supported Living Services (SLS) Specific

For the SLS waiver, the SPAL budget and Health Maintenance Budget can be viewed separately. The units for Health Maintenance will also populate below on the corresponding line.

PAR Number: 62204    Status: **SUBMITTED** **REVISION**  
 Client Name: Chrissy Snow  
 Medicaid ID:  
 Waiver: SLS  
 CDASS (Program Participation) Period: 01/01/2023 through 04/30/2023    DAYS: 120    MONTHS: 4.00000000

SERVICE:	ADJUSTED RATE	HOURS/WEEK	PERIOD ALLOCATION	DAILY RATE	MONTHLY ALLOCATION
Homemaker	18.93	3.25	\$1054.80	\$8.79	\$263.70
Homemaker Enhanced	29.27	7.75	\$3889.20	\$32.41	\$972.30
Personal Care	24.19	3	\$1244.40	\$10.37	\$311.10
<b>Roll Forward: \$21.47</b>					
<b>Subtotal: \$6188.40</b>				<b>\$51.57</b>	<b>\$1568.57</b>
Health Maintenance Activities	30.09	10.75	\$5545.20	\$46.21	\$1386.30
<b>Roll Forward: \$19.25</b>					
<b>Subtotal: \$5545.20</b>				<b>\$46.21</b>	<b>\$1405.55</b>
<b>Totals: \$11733.60</b>				<b>\$97.78</b>	<b>\$2974.12</b>

**SPAL Monthly Allocation**

PRIOR AUTHORIZATION REQUEST SERVICE	MODIFIER	# OF UNITS	COST PER UNIT	TOTAL \$ AUTHORIZED	DAILY RATE
T2025 CDASS	U8	618840	\$0.01	\$6188.40	\$51.57
T2025 CDASS Health Maintenance Budget - SLS only U8,SE	U8,SE	554520	\$0.01	\$5545.20	\$46.21
T2040 PMPM		4	\$85.00	\$340.00	\$2.83
<b>Totals:</b>				<b>\$12073.60</b>	<b>\$100.61</b>

**Health Maint. Monthly Allocation**

**REVISED TOTALS (ALL WORKSHEETS): 05/01/2022 through 04/30/2023**    DAYS: 365    MONTHS: 12

PRIOR AUTHORIZATION REQUEST SERVICE	MODIFIER	# OF UNITS	COST PER UNIT	TOTAL \$ AUTHORIZED:
T2025 CDASS	U8	1876144	\$0.01	\$18761.44
T2025 CDASS Health Maintenance Budget - SLS only	U8,SE	1681114	\$0.01	\$16811.14
T2040 PMPM		12	\$85.00	\$1020.00
<b>Totals:</b>				<b>\$36592.58</b>

**SPAL Annual Allocation**

**Health Maint. Annual Allocation**

CREATE REVISION

## 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 must register in advance using the link below. Please 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/>