



CO CDASS Case Manager Portal: Denver Rate Revision Instructions

These instructions will provide support for the 7/1/2023 Denver rate revision to guide Case Managers through the process.

Revising an Existing Budget

For participants residing in Denver, Case Managers will follow the additional steps as outlined below.

1. Case Manager takes a screenshot of the CDASS Allocation tab from the DXC Bridge showing the revision.
2. Case Manager emails Palco the approval of DXC Bridge CDASS Allocation tab screen shot, along with the following information to co-cdass@palcofirst.com (subject line: Denver Rate Increase).
 - a. Client First and Last Name
 - b. Client Medicaid ID
 - c. Total Annual Allocation on T2025 line
 - d. Prior Authorization Approval Number
3. Palco will respond to the Case Manager within one (1) business day that the budget funds have been updated in the Palco CMP **and will provide the new monthly allocation.**

Please note: You will not see this Denver specific revision in the Palco CMP budget tool, it will be recorded on the internal Palco view of CMP. If you have questions about your client's budget, please email us at co-cdass@palcofirst.com and we will be happy to assist you.



PALCO Rate Increase Q & A Sessions

We are offering three training sessions with the dates and times listed below. Registration links are shown beside each training session. Choose the session that works best for you and click the link to sign up.

Registration Details:

Tuesday, 5/30 at 2:00PM-3:00PM - <https://attendee.gotowebinar.com/register/6139572205025821276>

Thursday, 6/8 at 10:00AM-11:00AM - <https://attendee.gotowebinar.com/register/4823284163252466264>

Tuesday, 6/13 at 2:00PM-3:00PM - <https://attendee.gotowebinar.com/register/635984344379184219>

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

For more information about Palco, visit our website: <https://palcofirst.com/programs/colorado/>