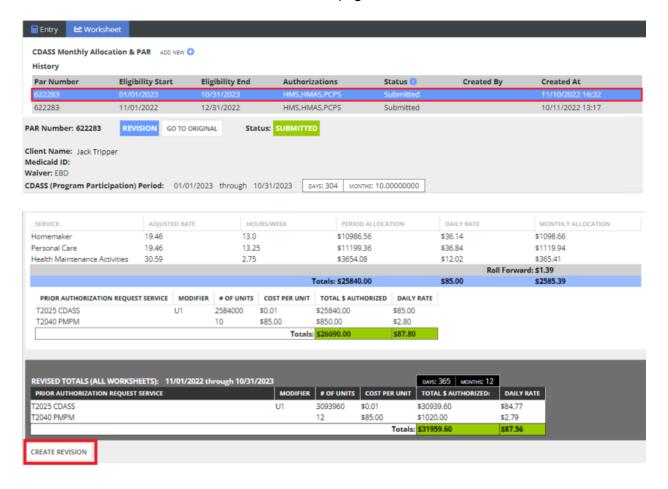


CO CDASS Case Manager Portal: Rate Revision Instructions

These instructions will provide support for the 7/1/2023 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.

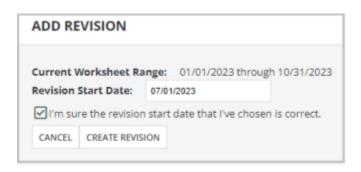
Revising an Existing Budget

- 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. You may need to enter an initial budget first before proceeding.
- 4. Click "Create Revision" (see screenshot on next page).

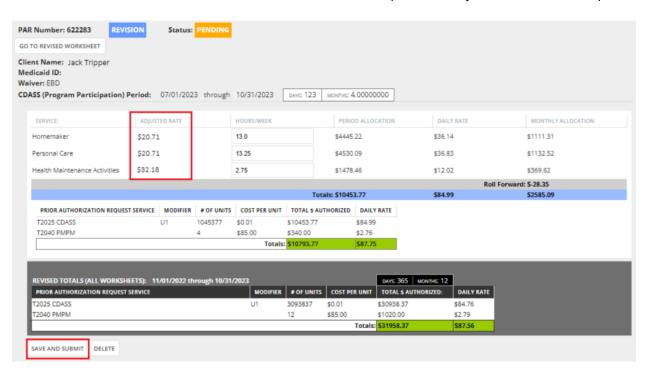




- 5. Using the "Add Revision" pop up screen, enter the effective date and verify it is correct selecting the check box. Once sure, click "Create Revision" (see screenshot below).
 - a. The rate increase will be effective 7/1/2023 for all CDASS members. Please use this as the revision Start Date.



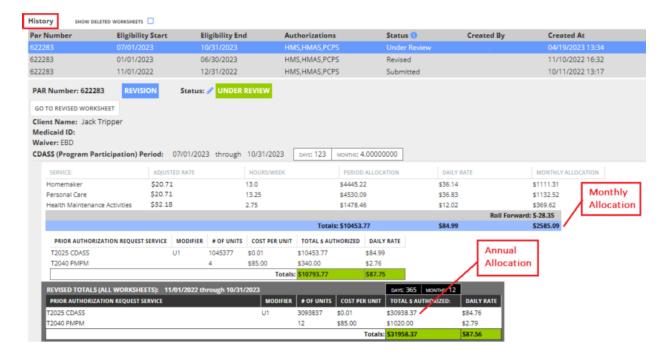
6. The new rates set by the state will automatically be loaded for dates of service effective 7/1/2023 and later. Verify that the annual units match the Bridge and click "Save and Submit" at the bottom. You can also delete the request entirely and start a new request.



7. You will need to log in and check the status of the revision two days after you submit it. It will either show a status of Approved or Rejected. If rejected, it will display the reason and you will need to make corrections. If the correction is needed in our system, edit the revision and hit Save and Submit again. If the correction is needed in the Bridge, make that correction and once you verify it matches what our system shows, please Save and Submit the revision in our system and we will check it again.

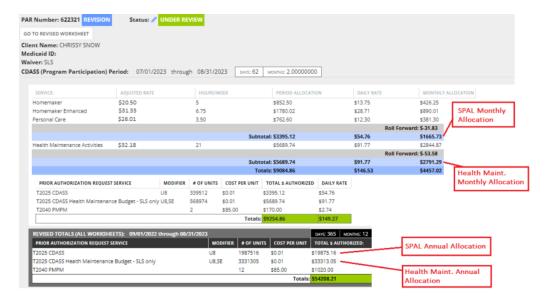


8. Once the status of the revision shows as Approved, you can gather the information you need for your rate change notification letters. You can switch between the date spans to see the Monthly Allocation and Annual Allocation for each respective span.



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.





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:** <u>co-cdass@palcofirst.com</u>

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