



OPERATIONAL MEMO

OPERATIONAL MEMO NUMBER: HCPF OM 18-018

**TITLE: CASE MANAGEMENT OVER COST CONTAINMENT PROCESS FOR
CONSUMER DIRECTED ATTENDANT SUPPORT SERVICES**

SUPERSEDES NUMBER: N/A

ISSUE DATE: SEPTEMBER 27, 2018

EFFECTIVE DATE: SEPTEMBER 1, 2018

**DIVISION AND OFFICE: BENEFITS AND SERVICES MANAGEMENT DIVISION,
OFFICE OF COMMUNITY LIVING**

PROGRAM AREA: PARTICIPANT DIRECTION

APPROVED BY: COLIN LAUGHLIN

KEY WORDS: CDASS, SEP, BRIDGE, OVER COST CONTAINMENT

HCPF Memo Series can be accessed online: <https://www.colorado.gov/hcpf/memo-series>

Purpose and Audience:

The purpose of this Operational Memo is to inform Single Entry Point (SEP) case management agencies of the process for receiving the Department of Health Care Policy and Financing (the Department) approval for prior authorization requests (PAR) of Consumer Directed Attendant Support Services (CDASS) that exceed the daily cost containment amount.

Background:

The Department requires case managers receive approval from the Department for member services that exceed the daily cost containment threshold for the members selected Home and Community Based Services waiver program. This is also known as over cost containment (OCC) review.

Information/Procedure:

CDASS PARs that exceed the daily cost containment amount (OCC), set forth by the Department, require review and approval by the Department prior to the case manager

entering the CDASS PAR in the Bridge. Case managers must follow the process identified below for new CDASS PARs and PAR revisions that are OCC.

- Enter the requested allocation into the member's selected Financial Management Service (FMS) vendor's portal which will generate an initial PAR. (Print a copy of the initial FMS PAR.)
- Submit the copy of the initial FMS PAR with all up to date supporting documentation to Itssocc@state.co.us ; including, but not limited to, the task worksheet, allocation worksheet, copies of physician prescriptions or orders for the tasks (if available), detailed information identifying frequency and duration of the tasks.
- The Department OCC reviewer will email the case manager to provide the signed Department approved OCC PAR or request additional information supporting the frequency and duration identified on the task worksheet.
 - The PAR is not approved to have services rendered until the FMS PAR is returned with the Department reviewer's signature.
- Once PAR approval is received back from the OCC review, the case manager will enter the CDASS PAR into the Bridge and upload the FMS PAR with Department signature of approval into the "attachments" tab.
- Complete the Bridge prior authorization request by submitting the PPA.
 - OCC PARs submitted in the Bridge will identify as "pending state review" in the "process status" box. Department staff will be alerted and will verify the OCC FMS PAR approved by the Department is present in the Bridge prior to approving the PAR. Failure to attach the signed OCC approved FMS PAR will delay the PAR approval.

The Bridge does not have the functionality at this time to adjust a PAR without completing a service revision. Therefore, services that are submitted in the Bridge must be accurate and have OCC approval prior to submission. The case manager risks a delay in service approval if the process above is not followed.

Please note any existing PARs entered by the LTHH email inbox team that are requiring a revision and are OCC will continue to be submitted to the LTHH email inbox for keying

after the case manager receives the signed OCC FMS PAR approval from the Department.

Attachments:

None

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