



CO CDASS Case Manager Portal: Rate Revision Instructions

These instructions will provide support for the 10/01/2020 rate decreases 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 You may need to enter an initial budget first before proceeding.
4. Click **"Create Revision"**

CDASS Monthly Allocation & PAR ADD NEW

PAR NUMBER	ELIGIBILITY START	ELIGIBILITY END	AUTHORIZATIONS	STATUS	CREATED BY	CREATED AT
6200580093	2020-04-01	2021-03-31	HMS,HMAS,PCPS	Submitted	Palco Admin	03/11/2020 13:30
6190870067	2020-01-01	2020-03-31	HMS,HMAS,PCPS	Submitted	Palco Admin	02/27/2020 13:05
6190870067	2019-10-20	2019-12-31	HMS,HMAS,PCPS	Submitted	Palco Admin	02/27/2020 13:05
6190870067	2019-04-01	2019-10-19	HMS,HMAS,PCPS	Submitted	Palco Admin	02/27/2020 13:05

PAR Number: 6200580093 Status: **SUBMITTED**

Client Name: Jason Ljason
 Medicaid ID:
 Waiver: EBD
 CDASS (Program Participation) Period: 04/01/2020 through 03/31/2021 DAYS: 365 MONTHS: 12.00000000

SERVICE	ADJUSTED RATE	HOURS/WEEK	PERIOD ALLOCATION	DAILY RATE	MONTHLY ALLOCATION
Homemaker	16.21	23.75	\$20075.00	\$55.00	\$1672.92
Personal Care	16.21	20.75	\$17538.25	\$48.05	\$1461.52
Health Maintenance Activities	26.83	90.50	\$126607.55	\$346.87	\$10550.63
Totals:			\$164220.80	\$449.92	\$13685.07

PRIOR AUTHORIZATION REQUEST SERVICE	MODIFIER	# OF UNITS	COST PER UNIT	TOTAL \$ AUTHORIZED	DAILY RATE
T2025 CDASS	U1	16422080	\$0.01	\$164220.80	\$449.92
T2040 PMPM		12	\$85.00	\$1020.00	\$2.79
Totals:			\$165240.80	\$452.71	

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"**.
 - a. The 2020 rate decrease will be effective **10/01/2020** for all CDASS members. Please use this as the revision Start Date.

ADD REVISION

Current Worksheet Range: 04/01/2020 through 03/31/2021

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 10/01/2020 and later. Verify that everything on the screen is correct and click “Save and Submit” at the bottom. 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 3-5 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

PAR Number: 6200580093 Status: **PENDING** REVISION

Client Name: Jason Ljason
 Medicaid ID:
 Waiver: EBD
 CDASS (Program Participation) Period: 10/01/2020 through 03/31/2021 Days: 182 MONTHS: 6.00000000

SERVICE	ADJUSTED RATE	HOURS/WEEK	PERIOD ALLOCATION	DAILY RATE	MONTHLY ALLOCATION
Homemaker	16.03	23.75	\$9898.98	\$54.39	\$1649.83
Personal Care	16.03	20.75	\$8648.64	\$47.52	\$1441.44
Health Maintenance Activities	26.54	90.50	\$62447.84	\$343.12	\$10407.97
Totals: \$80995.46				\$445.03	Roll Forward: \$37.49
\$13536.73					

PRIOR AUTHORIZATION REQUEST SERVICE	MODIFIER	# OF UNITS	COST PER UNIT	TOTAL \$ AUTHORIZED	DAILY RATE
T2025 CDASS	U1	8099546	\$0.01	\$80995.46	\$445.03
T2040 PMPM	6	6	\$85.00	\$510.00	\$2.80
Totals: \$81505.46				\$447.83	

REVISSED TOTALS (ALL WORKSHEETS): 04/01/2020 through 03/31/2021 Days: 365 MONTHS: 12

PRIOR AUTHORIZATION REQUEST SERVICE	MODIFIER	# OF UNITS	COST PER UNIT	TOTAL \$ AUTHORIZED	DAILY RATE
T2025 CDASS	U1	16333082	\$0.01	\$163330.82	\$447.48
T2040 PMPM		12	\$85.00	\$1020.00	\$2.79
Totals: \$164350.82				\$450.28	

SAVE **SAVE AND SUBMIT**

7. 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
6200580093	2020-10-01	2021-03-31	HMS,HMAS,PCPS	Submitted		08/14/2020 15:57
6200580093	2020-04-01	2020-09-30	HMS,HMAS,PCPS	Submitted	Palco Admin	03/11/2020 13:30
6190870067	2020-01-01	2020-03-31	HMS,HMAS,PCPS	Submitted	Palco Admin	02/27/2020 13:05
6190870067	2019-10-20	2019-12-31	HMS,HMAS,PCPS	Submitted	Palco Admin	02/27/2020 13:05
6190870067	2019-04-01	2019-10-19	HMS,HMAS,PCPS	Submitted	Palco Admin	02/27/2020 13:05

PAR Number: 6200580093 Status: **SUBMITTED** REVISION

Client Name: Jason Ljason
 Medicaid ID:
 Waiver: EBD
 CDASS (Program Participation) Period: 10/01/2020 through 03/31/2021 Days: 182 MONTHS: 6.00000000

SERVICE	ADJUSTED RATE	HOURS/WEEK	PERIOD ALLOCATION	DAILY RATE	MONTHLY ALLOCATION
Homemaker	16.03	23.75	\$9898.98	\$54.39	\$1649.83
Personal Care	16.03	20.75	\$8648.64	\$47.52	\$1441.44
Health Maintenance Activities	26.54	90.50	\$62447.84	\$343.12	\$10407.97
Totals: \$80995.46				\$445.03	Roll Forward: \$37.49
\$13536.73					

Monthly Allocation

PRIOR AUTHORIZATION REQUEST SERVICE	MODIFIER	# OF UNITS	COST PER UNIT	TOTAL \$ AUTHORIZED	DAILY RATE
T2025 CDASS	U1	8099546	\$0.01	\$80995.46	\$445.03
T2040 PMPM	6	6	\$85.00	\$510.00	\$2.80
Totals: \$81505.46				\$447.83	

REVISSED TOTALS (ALL WORKSHEETS): 04/01/2020 through 03/31/2021 Days: 365 MONTHS: 12

PRIOR AUTHORIZATION REQUEST SERVICE	MODIFIER	# OF UNITS	COST PER UNIT	TOTAL \$ AUTHORIZED	DAILY RATE
T2025 CDASS	U1	16333082	\$0.01	\$163330.82	\$447.48
T2040 PMPM		12	\$85.00	\$1020.00	\$2.79
Totals: \$164350.82				\$450.28	

Annual Allocation

CREATE REVISION



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: 6200430215 Status: **SUBMITTED** **REVISION**

Client Name: Hannah LHannah
 Medicaid ID: W161458
 Waiver: SLS
 CDASS (Program Participation) Period: 10/01/2020 through 03/31/2021 DAYS: 182 MONTHS: 6.00000000

SERVICE	ADJUSTED RATE	HOURS/WEEK	PERIOD ALLOCATION	DAILY RATE	MONTHLY ALLOCATION
Homemaker	15.83	0.00	\$0.00	\$0.00	\$0.00
Homemaker Enhanced	25.73	0.00	\$0.00	\$0.00	\$0.00
Personal Care	20.89	7.25	\$3938.48	\$21.64	\$656.41
					Roll Forward: \$1.82
			Subtotal: \$3938.48	\$21.64	\$658.23
Health Maintenance Activities	26.54	0.75	\$516.88	\$2.84	\$86.15
					Roll Forward: \$0.24
			Subtotal: \$516.88	\$2.84	\$86.39
			Totals: \$4455.36	\$24.48	\$744.62

PRIOR AUTHORIZATION REQUEST SERVICE	MODIFIER	# OF UNITS	COST PER UNIT	TOTAL \$ AUTHORIZED	DAILY RATE
T2025 CDASS	U8	393848	\$0.01	\$3938.48	\$21.64
T2025 CDASS Health Maintenance Budget - SLS only U8,SE		51688	\$0.01	\$516.88	\$2.84
T2040 PMPM		6	\$85.00	\$510.00	\$2.80
			Totals: \$4965.36	\$27.28	

SPAL Budget

Health Maintenance Budget

PALCO Rate Decrease Q & A Sessions

Palco will be hosting several question and answer sessions to help support Case Managers with this rate revision process. You do not have to register in advance, just join us for one of the time slots below if you would like assistance!

- Thursday, Sept. 3rd, 10:00 AM to 11:00 AM
- Wednesday, Sept. 9th, 10:00 AM to 11:00 AM
- Thursday, Sept. 10th, 1:00 PM to 2:00 PM

Login Details:

- Dial-in number (US): **(605) 313-5625**
- Access code: **673022#**
- Online Meeting: <https://join.freeconferencecall.com/palco>

Contact Us:

Have any questions? We'd love to hear from you. Here's how to get in touch with us:

Our team is ready to help and give you answers fast. Give us a call Monday through Friday between 8am & 5pm.

CO Account Manager: Jason Smith
 Phone: 501-604-9936 Ext. 1244
Jason.Smith@palcofirst.com

For more information about Palco, email us at, co-cdass@palcofirst.com or visit our website: <https://palcofirst.com/programs/colorado/>