STATE OF COLORADO

DEPARTMENT OF HEALTH CARE POLICY & FINANCING

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Bill Owens
Governor

Karen Reinertson
Executive Director

DAL #271

May 5, 2005

Dear Single Entry Point Agency Administrators:

SUBJECT: Benefit Utilization System Requirements

BACKGROUND: Previously, the Uniformed Long Term Care 100.2 (ULTC 100.2) assessment tool and all other case management activities were documented using Departmental prescribed forms which were kept in a hard copy file. The Benefits Utilization System (BUS) program now allows for case management documentation activity using an electronic database. The BUS alleviates the need of some paperwork and allows for case management monitoring by the Department.

NECESSARY ACTION: All Single Entry Point (SEP) agencies are required to input their client information on the BUS program. SEP agencies shall have all assessments in the BUS for all referrals in which an assessment has been completed. This includes open, approved, denied and Nursing Facility assessments. All required assessments shall be entered on to the BUS program by May 31, 2005.

Please note this is a requirement in your agency's contract and a part of Departmental regulations. The SEP contract states that the contractor shall utilize, "Information management: collecting and reporting of summary and client-specific data pertaining to information and referral services provided by the agency, program eligibility determination, financial eligibility determination, care planning, service authorization, resource development, and fiscal accountability;" and "Record keeping: maintaining client records in accordance with program requirements, including the documentation of all case activities, the monitoring of service delivery, and service effectiveness." (Section II.D.5 and Section D.6) "Contractor shall provide accurate and timely documentation of client and agency activities." (Section II.E.6)

Pursuant to 10 C.C.R. 2505-10, Section 8.393.16, "The Single Entry Point agency shall maintain client records in accordance with program requirements, including the documentation of all case activities, the monitoring of service delivery, and service effectiveness."

CONTACT: If you have any questions please contact Mary D. Dwyer at 303-866-2883 or mary.dwyer@state.co.us or Latrice V. Burrell at 303-866-5902 or latrice.burrell@state.co.us.

Thank you,

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