



BUS Update Memorandum

TO: All BUS Users
FROM: Terry Burnham - BUS Analyst
DATE: October 20th, 2016
RE: SSN Modification and a New Way to Log In to the BUS

What is changing?

On Monday, October 24th 2016, client Social Security Numbers (SSNs) in the BUS will be modified to a "trailing four" and there will be a new way to log in to the BUS.

SSN Modification

There are many pages in the BUS where a client's SSN is displayed in full. Full SSNs appear within client information pages, on page headings and as part of case management reports. In an effort to protect the confidentiality of client data, on Monday, October 24th 2016, all full SSNs in the BUS (with one exception) will be reduced to a trailing four. Reducing a full SSN to a trailing four will see the first five numbers of the SSN masked as * but the last four numbers will still be displayed.

Example of Full SSN in the BUS

The screenshot shows the top header of the BUS interface. On the left, it says "The Department of Health Care Policy and Financing" and "Benefits Utilization System". In the center is a banner image with various people. On the right, the text reads "Client - Advisement Letter - Figgy F Pudding - 111-33-5555". A yellow arrow points to the SSN "111-33-5555". Below the banner are two blue buttons: "Main Menu" and "Advisement Letter". To the right of the buttons are several links: "[Add] [Copy] [Delete] [Edit/View] [Print] [Print PDF] [Remove Final]".



Example of SSN Reduced to a Trailing Four

The Department of Health
Care Policy and Financing

Benefits Utilization System



Client - Advisement Letter - Figgy F Pudding - ****-**-5555



Main Menu

[Add] [Copy] [Delete] [Edit/View] [Print][Print PDF] [Remove Final]

Advisement Letter

One full copy of the client SSN will remain in the BUS on the Client Demographic page (see below).

Client Information					
First Name	Figgy	MI	F	Last Name	Pudding
SSN	111-33-5556 <small>(xxx-xx-xxxx)</small>	Agency ID	Z998878	County	Broomfield
Primary Language	English	DOB	06/30/1962 <small>(mm/dd/yyyy)</small>	Phone	123-456-9999 <small>(xxx-xxx-xxxx)</small>
Marital Status	Married	Sex	Male		
Street Address	5555 Christmas Lane	City/State/ZipCode	Broomfield, CO 80020		
Mailing Address	5555 Christmas Lane	Mailing Address City	Broomfield		
Mailing Address State	CO	Mailing Address ZipCode	80020		
Client ID for Agency	X998870				
Current Living Situation					
Case Status:	O: Closed				
CBMS Case Number					



New Way to Log In to the BUS

On Monday, October 24th 2016, there will be a new way to log in to the BUS. To access the BUS on October 24th, you will first click on the link below

<https://ltc.hcpf.state.co.us/bus/loginpage.cfm>

Next, you will select BUS Access (see below). Do not select BUS Test Access or BUS Training Access, as these options will not take you into the BUS and are only used for testing and training purposes.

Our mission is to improve health care access and outcomes for the people we serve while demonstrating sound stewardship of financial resources.
www.colorado.gov/hcpf



The Department of Health
Care Policy and Financing
Benefits Utilization System



Welcome to the Benefits Utilization System (BUS)

To access the BUS please select BUS Access below



- [BUS Access](#)
- [BUS Test Access](#)
- [BUS Training Access](#)

After clicking on BUS Access, you will be taken to the next BUS log in page (see below). Here you will enter your existing BUS user name and password. It is important to enter your BUS user name and password and not your Web Portal username and password. On this page, you are also required to enter a CAPTCHA (Completely Automated Public Turing Test To Tell Computers and Humans Apart) script. The script below would be entered as EUgRdU. Don't forget to click the User Agreement before selecting the Login! button.



To login to the system please enter your username, password and text below.

User Name:

Password:

Please type what you see:

E U g R d U

User Agreement:

USER AGREEMENT / SECURITY REMINDER:

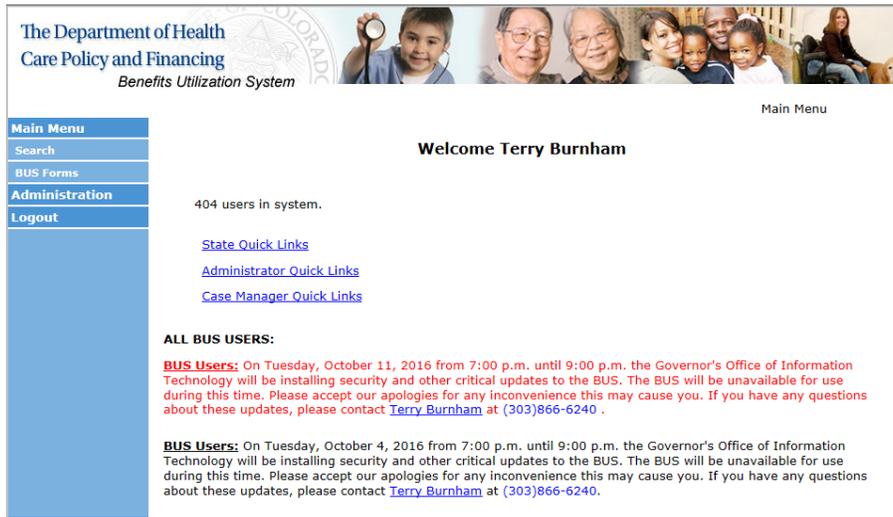
By logging into the Long Term Care Benefits Utilization System you are bound by all of the terms and conditions of the Department of Health Care Policy and Financing's System User Agreement.

Login!

Our mission is to improve health care access and outcomes for the people we serve while demonstrating sound stewardship of financial resources.
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Once you have logged in to the BUS, you will arrive at the BUS main menu (see below). From here you will use the BUS as normal.



Web Portal

You will still be able to log in to the BUS via the Web Portal until Monday October 31st, but you are encouraged to begin using the new way to log in to the BUS immediately. Logging in to the BUS via the Web Portal includes an unnecessary additional step.

When are these changes effective?

These changes will be effective from Monday, October 24th 2016.

Questions?

Contact Terry.Burnham@state.co.us
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