

Home and Community Based Services Spinal Cord Injury (SCI)

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Home and Community Based Services (HCBS)

Spinal Cord Injury (SCI)



General Information

Medicaid is a health care program for low income Coloradans. Applicants must meet eligibility criteria for one of the Medicaid Program categories in order to qualify for benefits. Major program categories include:

- Aid to Families with Dependent Children/Medicaid Only
- Aid to the Needy Disabled
- Baby Care/Kids Care
- Colorado Works/TANF (Temporary Assistance for Needy Families)
- Aid to the Blind
- Old Age Pension

Waiver programs provide additional Medicaid benefits to specific populations who meet special eligibility criteria.

Level of care determinations are made annually by the case management agencies (aka Single Entry Points). Members must meet financial, medical, and program criteria to access services under a waiver. The applicant must be at risk of placement in a nursing facility, hospital, or ICF/IID (Intermediate Care Facility for Individuals with an Intellectual Disability). To utilize waiver benefits, members must be willing to receive services in their homes or communities. A member who receives services through a waiver is also eligible for all basic Medicaid covered services except nursing facility and long-term hospital care. When a member chooses to receive services under a waiver, the services must be provided by certified Medicaid providers or by a Medicaid contracting managed care organization (MCO).

Each waiver has an enrollment limit. Applicants may apply for more than one waiver, but may only receive services through one waiver at a time.

Prior Authorization Requests (PARs)

Unless otherwise noted, all HCBS services require prior approval before they can be reimbursed by the Colorado Medical Assistance Program. Case management agencies/single entry points complete the Prior Approval and/or Cost Containment requests for their specific programs according to instructions published in the regulations for the Department of Health Care Policy and Financing (the Department).



The telephone numbers are listed in Appendix A of the Appendices in the Provider Services [Billing Manuals](#) section.

For the Home and Community Based Services Spinal Cord Injury (HCBS-SCI) waiver, the following services must be submitted by the case management agency (CMA)/single entry point (SEP):

- Respite Care (Nursing Facility)
- Assistive Technology above and beyond medication reminders
- All services above cost containment

Providers may contact the CMA/SEP for the status of the PAR or inquire electronically through the Colorado Medical Assistance Program Web Portal.

The CMAs/SEPs responsibilities include, but not limited to:

- Informing members and/or legal guardian of the eligibility process.
- Submitting a copy of the approved Enrollment Form to the County department of human/social services for a Colorado Medical Assistance Program member identification number.
- Developing the appropriate Prior Approval and/or Cost Containment Record Form of services and projected costs for approval.
- Submitting a copy of the Prior Authorization and/or Cost Containment document to the HCPF authorizing agent. A list of authorizing agents can be found by referring to Appendix D of the Appendices in the Provider Services [Billing Manuals](#) section.
- Assessing the member's health and social needs.
- Arranging for face-to-face contact with the member within 30 calendar days of receipt of the referral.
- Monitoring and evaluating services.
- Reassessing each member.
- Demonstrating continued cost effectiveness whenever services increase or decrease.

Approval of prior authorization does not guarantee Colorado Medical Assistance Program payment and does not serve as a timely filing waiver. Prior authorization only assures that the approved service is a medical necessity and is considered a benefit of the Colorado Medical Assistance Program. All claims, including those for prior authorized services, must meet eligibility and claim submission requirements (e.g., timely filing, provider information completed appropriately, required attachments included, etc.) before payment can be made.



Prior approvals must be completed thoroughly and accurately. If an error is noted on an approved request, it should be brought to the attention of the member's case manager for corrections. Procedure codes, quantities, etc., may be changed or entered by the member's case manager.

The authorizing agent or case management agency/single entry point is responsible for timely submission and distribution of copies of approvals to agencies and providers contracted to provide services.

PAR Submission

The HCBS-SCI forms are fillable electronically and can be obtained from the Department, upon request. Mail all New, Continued Stay Review (CSR), and Revised PARs to the Department's authorizing agent:

**Colorado Medical Assistance Program
Provider Services
P.O. Box 1100
Denver, CO 80201 - 1100**

Note: If submitted to the Department's fiscal agent, Xerox State Healthcare, there may be a delay and the following correspondence will not be returned to case managers, outreach will not be performed to fulfill the requests, and all such requests will be recycled: 1) Paper PAR forms that do not clearly identify the case management agency in the event the form(s) need to be returned and/or 2) PAR revision requests not submitted on Department approved PAR forms, including typed letters with revision instructions. Should questions arise about what fiscal agent staff can process, please contact the appropriate Department Waiver manager.

Consumer Directed Attendant Support Services (CDASS)

For members authorized to receive CDASS, case managers will need to enter the data into the web portal maintained by Public Partnerships, Limited ([PPL](#)) in addition to sending a PAR to the Department's authorizing agent.

Case managers may also use the PAR form maintained by PPL to create the entire PAR for a member receiving CDASS as a part of the HCBS program. In addition, case managers will need to fax the final PAR approval letter to PPL before attendant timesheets will be paid.

Claim Submission

Paper Claims

Electronic claims format shall be required unless hard copy claims submittals are specifically authorized by the Department. Requests may be sent to the Department's fiscal agent, Xerox State Healthcare, P.O. Box 90, Denver, CO 80201-0090. The following claims can be submitted on paper and processed for payment:



- Claims from providers who consistently submit 5 claims or fewer per month (requires approval)
- Claims that, by policy, require attachments
- Reconsideration claims

For more detailed Colorado 1500 billing instructions, please refer to the CMS 1500 General Billing Information manual in the Provider Services [Billing Manuals](#) section.

Electronic Claims

Instructions for completing and submitting electronic claims are available through the 837 Professional (837P) Web Portal User guide via the Web Portal and also on the [Department's Colorado Medical Assistance Program Web Portal page](#).

Electronically mandated claims submitted on paper are processed, denied, and marked with the message "Electronic Filing Required."

The Special Program Indicator (SPI) must be completed on claims submitted electronically. Claims submitted electronically and on paper are identified by using the specific national modifiers along with the procedure code. The appropriate procedure codes and modifiers for each HCBS waiver are noted throughout this manual. When the services are approved, the claim may be submitted to the Department's fiscal agent. For more detailed billing instructions, please refer to the CMS 1500 General Billing Information in the Provider Services [Billing Manuals](#) section.



Procedure/HCPCS Codes Overview

The Department develops procedure codes that are approved by the Centers for Medicare & Medicaid Services (CMS). The codes are used to submit claims for services provided to Colorado Medical Assistance Program members. The procedure codes represent services that may be provided by enrolled certified Colorado Medical Assistance Program providers.

The Healthcare Common Procedural Coding System (HCPCS) is divided into two principal subsystems, referred to as level I and level II of the HCPCS. Level I of the HCPCS is comprised of CPT (Current Procedural Terminology), a numeric coding system maintained by the American Medical Association (AMA). The CPT is a uniform coding system consisting of descriptive terms and identifying codes that are used primarily to identify medical services and procedures furnished by physicians and other health care professionals. Level II of the HCPCS is a standardized coding system that is used primarily to identify products, supplies, and services not included in the CPT codes. These include ambulance services and durable medical equipment, prosthetics, orthotics, and supplies (DME/Supplies) when used outside a physician's office. Level II codes are also referred to as alpha-numeric codes because they consist of a single alphabetical letter followed by 4 numeric digits. CPT codes are identified using 5 numeric digits.

Persons with a Spinal Cord Injury (HCBS-SCI)

The Home and Community Based Services Spinal Cord Injury (HCBS-SCI) waiver program provides a variety of services to qualified members with spinal cord injury as an alternative to inpatient hospital or nursing facility placement. Members meeting program eligibility requirements are determined functionally eligible for HCBS-SCI waiver by the case manager.

Procedure Code Table

Providers may bill the following procedure codes for HCBS-SCI services:

Procedure Code Table			
Description	Procedure Code + Modifier(s)		Units
Adult Day Services, Basic	S5105	U1, SC	1 unit = 3-5 hours
Adult Day Services, Specialized	S5105	U1, SC, TF	1 unit = 3-5 hours
	T2031	U1, SC	1 unit = 1 day
Complementary and Integrative Health, Acupuncture	97814	U1, SC	1 unit = 15 minutes
Complementary and Integrative Health, Chiropractic Care	98942	U1, SC	1 unit = 15 minutes
Complementary and Integrative Health, Massage Therapy	97124	U1, SC	1 unit = 15 minutes
Consumer Directed Attendant Support Services (CDASS)	T2025	U1, SC	Negotiated by case manager through prior authorization.
CDASS Per Member/Per Month (PM/PM)	T2040	U1, SC	Negotiated by case manager through prior authorization.
Home Modifications	S5165	U1, SC	1 unit = per service
Homemaker	S5130	U1, SC	1 unit = 15 minutes
IHSS Health Maintenance Activities	H0038	U1, SC	1 unit = 15 minutes
IHSS Homemaker	S5130	U1, SC, KX	1 unit = 15 minutes
IHSS Personal Care	T1019	U1, SC, KX	1 unit = 15 minutes
IHSS Relative Personal Care	T1019	U1, SC, HR, KX	1 unit = 15 minutes
Medication Reminder, Install/Purchase	T2029	U1, SC	Negotiated by case manager through prior authorization.
Medication Reminder, Monitoring	S5185	U1, SC	Negotiated by case manager through prior authorization.
Non-Medical Transportation (NMT), Taxi	A0100	U1, SC	1 unit = one way trip

Procedure Code Table				
NMT, Mobility Van	Mileage Band 1 (0-10 miles)	A0120	U1, SC	1 unit = one way trip
NMT, Mobility Van To and From Adult Day	Mileage Band 1 (0-10 miles)	A0120	U1, SC, HB	1 unit = one way trip
NMT, Wheelchair Van	Mileage Band 1 (0-10 miles)	A0130	U1, SC	1 unit = one way trip
NMT, Wheelchair Van To and From Adult Day	Mileage Band 1 (0-10 miles)	A0130	U1, SC, HB	1 unit = one way trip
Personal Care		T1019	U1, SC	1 unit = 15 minutes
Personal Care, Relative		T1019	U1, SC, HR	1 unit = 15 minutes
Personal Emergency Response System (PERs) Install/Purchase		S5160	U1, SC	Negotiated by case manager through prior authorization.
PERS, Monitoring		S5161	U1, SC	Negotiated by case manager through prior authorization.
Respite Care, Alternative Care Facility (ACF)		S5151	U1, SC	1 unit = 1 day
Respite Care, In Home		S5150	U1, SC	1 unit = 15 minutes
Respite Care, Nursing Facility (NF)		H0045	U1, SC	1 unit = 1 day

Paper Claim Reference Table

The following paper form reference table gives required and/or conditional fields for the paper CMS 1500 claim form for SCI claims:

CMS Field #	Field Label	Field is?	Instructions
1	Insurance Type	Required	Place an "X" in the box marked as Medicaid.
1a	Insured's ID Number	Required	Enter the member's Colorado Medical Assistance Program seven-digit Medicaid ID number as it appears on the Medicaid Identification card. Example: A123456.
2	Patient's Name	Required	Enter the member's last name, first name, and middle initial.
3	Patient's Date of Birth / Sex	Required	Enter the patient's birth date using two digits for the month, two digits for the date, and two digits for the year. Example: 070114 for July 1, 2014. Place an "X" in the appropriate box to indicate the sex of the member.
4	Insured's Name	Not Required	
5	Patient's Address	Not Required	
6	Patient's Relationship to Insured	Not Required	
7	Insured's Address	Not Required	
8	Reserved for NUCC Use		
9	Other Insured's Name	Not Required	

CMS Field #	Field Label	Field is?	Instructions
9a	Other Insured’s Policy or Group Number	Not Required	
9b	Reserved for NUCC Use		
9c	Reserved for NUCC Use		
9d	Insurance Plan or Program Name	Not Required	
10a-c	Is Patient’s Condition Related to?	Not Required	
10d	Reserved for Local Use		
11	Insured’s Policy, Group or FECA Number	Not Required	
11a	Insured’s Date of Birth, Sex	Not Required	
11b	Other Claim ID	Not Required	
11c	Insurance Plan Name or Program Name	Not Required	
11d	Is there another Health Benefit Plan?	Not Required	
12	Patient’s or Authorized Person’s signature	Required	Enter “Signature on File”, “SOF”, or legal signature. If there is no signature on file, leave blank or enter “No Signature on File”. Enter the date the claim form was signed.

CMS Field #	Field Label	Field is?	Instructions
13	Insured's or Authorized Person's Signature	Not Required	
14	Date of Current Illness Injury or Pregnancy	Not Required	
15	Other Date	Not Required	
16	Date Patient Unable to Work in Current Occupation	Not Required	
17	Name of Referring Physician	Not Required	
18	Hospitalization Dates Related to Current Service	Not Required	
19	Additional Claim Information	Conditional	LBOD Use to document the Late Bill Override Date for timely filing.
20	Outside Lab? \$ Charges	Not Required	
21	Diagnosis or Nature of Illness or Injury	Required	Enter at least one but no more than twelve diagnosis codes based on the member's diagnosis/condition. Enter applicable ICD indicator to identify which version of ICD codes is being reported. 0 ICD-10-CM HCBS HCBS may use R69 or R99
22	Medicaid Resubmission Code	Conditional	List the original reference number for resubmitted claims. When resubmitting a claim, enter the appropriate bill frequency code in the left-hand side of the field.

CMS Field #	Field Label	Field is?	Instructions																		
			7 Replacement of prior claim 8 Void/Cancel of prior claim This field is not intended for use for original claim submissions.																		
23	Prior Authorization	Not Required																			
24	Claim Line Detail	Required	The paper claim form allows entry of up to six detailed billing lines. Fields 24A through 24J apply to each billed line. Do not enter more than six lines of information on the paper claim. If more than six lines of information are entered, the additional lines will not be entered for processing. Each claim form must be fully completed (totaled). Do not file continuation claims (e.g., Page 1 of 2).																		
24A	Dates of Service	Required	The field accommodates the entry of two dates: a "From" date of services and a "To" date of service. Enter the date of service using two digits for the month, two digits for the date and two digits for the year. Example: 010114 for January 1, 2014 From To <table border="1" data-bbox="894 1276 1227 1329"> <tr> <td>01</td><td>01</td><td>15</td><td></td><td></td><td></td> </tr> </table> Or From To <table border="1" data-bbox="894 1413 1227 1465"> <tr> <td>01</td><td>01</td><td>15</td><td>01</td><td>01</td><td>15</td> </tr> </table> Span dates of service From To <table border="1" data-bbox="894 1549 1227 1602"> <tr> <td>01</td><td>01</td><td>15</td><td>01</td><td>31</td><td>15</td> </tr> </table> <u>Single Date of Service:</u> Enter the six digit date of service in the "From" field. Completion of the "To" field is not required. Do not spread the date entry across the two fields. <u>Span billing:</u> permissible if the same service (same procedure code) is provided on consecutive dates.	01	01	15				01	01	15	01	01	15	01	01	15	01	31	15
01	01	15																			
01	01	15	01	01	15																
01	01	15	01	31	15																

CMS Field #	Field Label	Field is?	Instructions
24B	Place of Service	Required	<p>Enter the Place of Service (POS) code that describes the location where services were rendered. The Colorado Medical Assistance Program accepts the CMS place of service codes.</p> <p>11 Office 12 Home</p> <p>NOTE:</p> <p>Use POS Code 12 (Home) for Alternative Care Facility, Adult Day Program, or Respite in the Facility</p>
24C	EMG	Not Required	
24D	Procedures, Services, or Supplies	Required	<p>Enter the SCI procedure code that specifically describes the service for which payment is requested.</p> <p>SCI</p> <p>Refer to the SCI procedure code tables.</p>
24D	Modifier	Required	<p>Enter the appropriate procedure-related modifier that applies to the billed service. Up to four modifiers may be entered when using the paper claim form.</p>
24E	Diagnosis Pointer	Required	<p>Enter the diagnosis code reference letter (A-L) that relates the date of service and the procedures performed to the primary diagnosis.</p> <p>At least one diagnosis code reference letter must be entered.</p> <p>When multiple services are performed, the primary reference letter for each service should be listed first, other applicable services should follow.</p> <p>This field allows for the entry of 4 characters in the unshaded area.</p>
24F	\$ Charges	Required	<p>Enter the usual and customary charge for the service represented by the procedure code on the detail line. Do not use commas when</p>

CMS Field #	Field Label	Field is?	Instructions
			<p>reporting dollar amounts. Enter 00 in the cents area if the amount is a whole number.</p> <p>Some CPT procedure codes are grouped with other related CPT procedure codes. When more than one procedure from the same group is billed, special multiple pricing rules apply.</p> <p>The base procedure is the procedure with the highest allowable amount. The base code is used to determine the allowable amounts for additional CPT surgical procedures when more than one procedure from the same grouping is performed.</p> <p>Submitted charges cannot be more than charges made to non-Colorado Medical Assistance Program covered individuals for the same service.</p> <p>Do not deduct Colorado Medical Assistance Program co-payment or commercial insurance payments from the usual and customary charges.</p>
24G	Days or Units	Required	<p>Enter the number of services provided for each procedure code.</p> <p>Enter whole numbers only- do not enter fractions or decimals.</p>
24G	Days or Units	General Instructions	<p>A unit represents the number of times the described procedure or service was rendered. Except as instructed in this manual or in Colorado Medical Assistance Program bulletins, the billed unit must correspond to procedure code descriptions. The following examples show the relationship between the procedure description and the entry of units.</p> <p>Home & Community Based Services</p> <p>Combine units of services for a single procedure code for the billed time period on one detail line. Dates of service do not have to be reported separately. Example: If forty units of personal care services were provided on various days throughout the month of January, bill the personal care procedure code with a From Date of 01/03/XX and a To Date of 01/31/XX and 40 units.</p>
24H	EPSDT/Family Plan	Not Required	

CMS Field #	Field Label	Field is?	Instructions
24I	ID Qualifier	Not Required	
24J	Rendering Provider ID #	Not Required	
25	Federal Tax ID Number	Not Required	
26	Patient's Account Number	Optional	Enter information that identifies the patient or claim in the provider's billing system. Submitted information appears on the Provider Claim Report (PCR).
27	Accept Assignment?	Required	The accept assignment indicates that the provider agrees to accept assignment under the terms of the payer's program.
28	Total Charge	Required	Enter the sum of all charges listed in field 24F. Do not use commas when reporting dollar amounts. Enter 00 in the cents area if the amount is a whole number.
29	Amount Paid	Not Required	
30	Reserved for NUCC Use		
31	Signature of Physician or Supplier Including Degrees or Credentials	Required	<p>Each claim must bear the signature of the enrolled provider or the signature of a registered authorized agent.</p> <p>A holographic signature stamp may be used if authorization for the stamp is on file with the fiscal agent.</p> <p>An authorized agent or representative may sign the claim for the enrolled provider <u>if</u> the name and signature of the agent is on file with the fiscal agent.</p> <p>Each claim must have the date the enrolled provider or registered authorized agent signed the claim form. Enter the date the claim was signed using two digits for the month, two</p>

CMS Field #	Field Label	Field is?	Instructions
			digits for the date and two digits for the year. Example: 070114 for July 1, 2014. Unacceptable signature alternatives: Claim preparation personnel may not sign the enrolled provider’s name. Initials are not acceptable as a signature. Typed or computer printed names are not acceptable as a signature. “Signature on file” notation is not acceptable in place of an authorized signature.
32	32- Service Facility Location Information 32a- NPI Number 32b- Other ID #	Not Required	
33	33- Billing Provider Info & Phone # 33a- NPI Number 33b- Other ID #	Required	Enter the name of the individual or organization that will receive payment for the billed services in the following format: 1 st Line Name 2 nd Line Address 3 rd Line City, State and ZIP Code 33a- NPI Number Not Required 33b- Other ID # Enter the eight-digit Colorado Medical Assistance Program provider number of the individual or organization.

Spinal Cord Injury (SCI) Services

The HCBS-SCI waiver program provides a variety of services to qualified members with a spinal cord injury as an alternative to inpatient hospital and nursing facility placement. Members meeting program eligibility requirements are certified by the case management agency/single entry point as medically eligible for this HCBS waiver program. This waiver offers all of the following services:

- **Adult Day Services** - Services furnished between three (3) – five (5) or more hours per day on a regularly scheduled basis, for one or more days per week. Services provided in an outpatient setting, encompassing both health and social services needed to assure the optimal functioning of the individual. Meals provided as part of these services shall not constitute a “full nutritional regimen” (3 meals per day). Physical, occupational and speech therapies indicated in the individual’s plan of care would be furnished as component parts of this service if such services are not being provided in the participant’s home.
- **Complementary and Integrative Health Services** - Services are limited to Acupuncture, Chiropractic Care, and Massage Therapy. Services are to be delivered under direction of a care plan approved by a Complementary and Integrative Health Service Provider. There is a yearly cap that allows for no more than 204 units of a single service and no more than 408 total units of any combination of services.
- **Electronic Monitoring/Personal Emergency Response Systems** - An electronic device, which enables certain individuals at high risk of institutionalization to secure help in an emergency. The individual may also wear a portable “help” button to allow for mobility. The system is connected to the person’s phone and programmed to signal a response center once a “help” button is activated. Monitoring of the device is included in the PERS service. The response center is staffed by trained professionals.
- **Homemaker** - Services consisting of general household activities (meal preparation and routine household care) provided by a trained homemaker. Provided when the individual regularly responsible for these activities is temporarily absent or unable to manage the home and care for him or herself or others in the home.
- **Home Modification** - Specific modifications, adaptations or improvements in an eligible member’s existing home setting which, based on the member’s medical condition are necessary to ensure the health, welfare and safety of the member, enable the member to function with greater independence in the home, are required because of the member’s illness, impairment or disability, as documented on the ULTC-100.2 form and the care plan and prevents institutionalization of the member.
- **Medication Reminder** - Medication reminders are devices, controls, or appliances which enable an individual at high risk of institutionalization to increase their abilities to perform activities of daily living, such as medication administration. Medication reminders shall include devices or items that remind or signal the member to take prescribed medications. Medication reminders may include other devices necessary for the proper functioning of such items, and may also include durable and non-durable medical equipment not available as a State plan benefit
- **Personal Care** - Assistance with eating, bathing, dressing, personal hygiene, activities of daily living. These services may include assistance with preparation of meals, but does not include the cost of the meals themselves. When specified in the service plan, this service may also include such housekeeping chores as bed making, dusting and vacuuming. Services are incidental to the care furnished, or are essential to the health and welfare of the individual, rather than the individual’s family. Payment will not be made for services furnished to a minor by the child’s parent (or step parent), or to an individual by the person’s spouse.
- **Relative Personal Care** - Personal Care providers may be members of the individual’s family. The number of Medicaid personal care units for provided by any single member of the member’s family shall not exceed the equivalent of 444 personal care units per annual certification. Payment will not

be made for services furnished to an individual by an individual’s spouse employed by a Personal Care agency.

- **Respite** - Services provided to an eligible member on a short-term basis because of the absence or need for relief of those persons normally providing the care. The unit of reimbursement shall be a unit of one day for care provided in an Alternative Care Facility. Individual respite providers shall bill according to an hourly rate or daily institutional rate, whichever is less.
- **Non-Medical Transportation** - Service offered in order to enable individuals served on the waiver to gain access to waiver and other community services, activities and resources, specified by the service plan. This service is offered in addition to medical transportation required under 42 CFR 431.53 and transportation services under the State Plan, defined at 42 CFR 440.170 (a) (if applicable), and shall not replace them. Non-Medical Transportation is limited to two (2) round-trips per week. Trips to and from Adult Day programs are not subject to this cap.

The HCBS-SCI program also offers the following service delivery options:

- **Consumer Directed Attendant Support Services (CDASS)** - CDASS is a service delivery option that offers HCBS-SCI members the opportunity to direct services that assist an individual in accomplishing activities of daily living including health maintenance, personal care, homemaker activities, and protective oversight. Members may also designate an authorized representative to direct these activities on their behalf. The client, or the authorized representative, is responsible for hiring, training, recruiting, setting wages, scheduling, and in other ways managing the attendant.
- **In-Home Support Services (IHSS)** - IHSS includes health maintenance activities, support for activities of daily living or instrumental activities of daily living, personal care service and homemaker services. Such services are provided under the direction of the client, or an authorized representative who is designated by the client. Additionally, IHSS providers are required to provide the core independent living skills.

Late Bill Override Date

For electronic claims, a delay reason code must be selected and a date must be noted in the “Claim Notes/LBOD” field.

Valid Delay Reason Codes

- 1 Proof of Eligibility Unknown or Unavailable
- 3 Authorization Delays
- 7 Third Party Processing Delay
- 8 Delay in Eligibility Determination
- 9 Original Claim Rejected or Denied Due to a Reason Unrelated to the Billing Limitation Rules
- 11 Other



The Late Bill Override Date (LBOD) allows providers to document compliance with timely filing requirements when the initial timely filing period has expired. Colorado Medical Assistance Program providers have 120 days from the date of service to submit their claim. For information on the 60-day resubmission rule for denied/rejected claims, please see the General Provider Information manual in the Provider Services [Billing Manuals](#) section.

Making false statements about timely filing compliance is a misrepresentation and falsification that, upon conviction, makes the individual who prepares the claim and the enrolled provider subject to fine and imprisonment under state and/or federal law.

Billing Instruction Detail	Instructions
<p>LBOD Completion Requirements</p>	<ul style="list-style-type: none"> • Electronic claim formats provide specific fields for documenting the LBOD. • Supporting documentation must be kept on file for 6 years. • For paper claims, follow the instructions appropriate for the claim form you are using. <ul style="list-style-type: none"> ➢ <i>UB-04</i>: Occurrence code 53 and the date are required in FL 31-34. ➢ <i>CMS 1500</i>: Indicate "LBOD" and the date in box 19 – Additional Claim Information.
<p>Adjusting Paid Claims</p>	<p>If the initial timely filing period has expired and a previously submitted claim that was filed within the original Colorado Medical Assistance Program timely filing period or the allowed 60 day follow-up period was paid and now needs to be adjusted, resulting in additional payment to the provider.</p> <p>Adjust the claim within 60 days of the claim payment. Retain all documents that prove compliance with timely filing requirements.</p> <p><i>Note: There is no time limit for providers to adjust paid claims that would result in repayment to the Colorado Medical Assistance Program.</i></p> <p>LBOD = the run date of the Colorado Medical Assistance Program Provider Claim Report showing the payment.</p>
<p>Denied Paper Claims</p>	<p>If the initial timely filing period has expired and a previously submitted paper claim that was filed within the original Colorado Medical Assistance Program timely filing period or the allowed 60 day follow-up period was denied.</p> <p>Correct the claim errors and refile within 60 days of the claim denial or rejection. Retain all documents that prove compliance with timely filing requirements.</p> <p>LBOD = the run date of the Colorado Medical Assistance Program Provider Claim Report showing the denial.</p>
<p>Returned Paper Claims</p>	<p>A previously submitted paper claim that was filed within the original Colorado Medical Assistance Program timely filing period or the allowed 60 day follow-up period was returned for additional information.</p> <p>Correct the claim errors and re-file within 60 days of the date stamped on the returned claim. Retain a copy of the returned claim that shows the receipt or return date stamped by the fiscal agent.</p> <p>LBOD = the stamped fiscal agent date on the returned claim.</p>
<p>Rejected Electronic Claims</p>	<p>An electronic claim that was previously entered within the original Colorado Medical Assistance Program timely filing period or the allowed 60 day follow-up period was rejected and information needed to submit the claim was not available to refile at the time of the rejection.</p> <p>Correct claim errors and refile within 60 days of the rejection. Maintain a printed copy of the rejection notice that identifies the claim and date of rejection.</p> <p>LBOD = the date shown on the claim rejection report.</p>

Billing Instruction Detail	Instructions
<p>Denied/Rejected Due to Member Eligibility</p>	<p>An electronic eligibility verification response processed during the original Colorado Medical Assistance Program timely filing period states that the individual was not eligible but you were subsequently able to verify eligibility. Read also instructions for retroactive eligibility.</p> <p>File the claim within 60 days of the date of the rejected eligibility verification response. Retain a printed copy of the rejection notice that identifies the member and date of eligibility rejection.</p> <p>LBOD = the date shown on the eligibility rejection report.</p>
<p>Retroactive Member Eligibility</p>	<p>The claim is for services provided to an individual whose Colorado Medical Assistance Program eligibility was backdated or made retroactive.</p> <p>File the claim within 120 days of the date that the individual’s eligibility information appeared on state eligibility files. Obtain and maintain a letter or form from the county departments of social services that:</p> <ul style="list-style-type: none"> • Identifies the patient by name • States that eligibility was backdated or retroactive • Identifies the date that eligibility was added to the state eligibility system. <p>LBOD = the date shown on the county letter that eligibility was added to or first appeared on the state eligibility system.</p>
<p>Delayed Notification of Eligibility</p>	<p>The provider was unable to determine that the patient had Colorado Medical Assistance Program coverage until after the timely filing period expired.</p> <p>File the claim within 60 days of the date of notification that the individual had Colorado Medical Assistance Program coverage. Retain correspondence, phone logs, or a signed Delayed Eligibility Certification form (see Certification & Request for Timely Filing Extension in the Provider Services Forms section) that identifies the member, indicates the effort made to identify eligibility, and shows the date of eligibility notification.</p> <ul style="list-style-type: none"> • Claims must be filed within 365 days of the date of service. No exceptions are allowed. • This extension is available only if the provider had no way of knowing that the individual had Colorado Medical Assistance Program coverage. • Providers who render services in a hospital or nursing facility are expected to get benefit coverage information from the institution. • The extension does not give additional time to obtain Colorado Medical Assistance Program billing information. • If the provider has previously submitted claims for the member, it is improper to claim that eligibility notification was delayed. <p>LBOD = the date the provider was advised the individual had Colorado Medical Assistance Program benefits.</p>
<p>Electronic Medicare Crossover Claims</p>	<p>An electronic claim is being submitted for Medicare crossover benefits within 120 days of the date of Medicare processing/ payment. (Note: On the paper claim form (only), the Medicare SPR/ERA date field documents crossover timely filing and completion of the LBOD is not required.)</p>

Billing Instruction Detail	Instructions
	<p>File the claim within 120 days of the Medicare processing/ payment date shown on the SPR/ERA. Maintain the original SPR/ERA on file.</p> <p>LBOD = the Medicare processing date shown on the SPR/ERA.</p>
<p>Medicare Denied Services</p>	<p>The claim is for Medicare denied services (Medicare non-benefit services, benefits exhausted services, or the member does not have Medicare coverage) being submitted within 60 days of the date of Medicare processing/denial.</p> <p><i>Note: This becomes a regular Colorado Medical Assistance Program claim, not a Medicare crossover claim.</i></p> <p>File the claim within 60 days of the Medicare processing date shown on the SPR/ERA. Attach a copy of the SPR/ERA if submitting a paper claim and maintain the original SPR/ERA on file.</p> <p>LBOD = the Medicare processing date shown on the SPR/ERA.</p>
<p>Commercial Insurance Processing</p>	<p>The claim has been paid or denied by commercial insurance.</p> <p>File the claim within 60 days of the insurance payment or denial. Retain the commercial insurance payment or denial notice that identifies the patient, rendered services, and shows the payment or denial date.</p> <p>Claims must be filed within 365 days of the date of service. No exceptions are allowed. If the claim is nearing the 365-day limit and the commercial insurance company has not completed processing, file the claim, receive a denial or rejection, and continue filing in compliance with the 60-day rule until insurance processing information is available.</p> <p>LBOD = the date commercial insurance paid or denied.</p>
<p>Correspondence LBOD Authorization</p>	<p>The claim is being submitted in accordance with instructions (authorization) from the Colorado Medical Assistance Program for a 60 day filing extension for a specific member, claim, services, or circumstances.</p> <p>File the claim within 60 days of the date on the authorization letter. Retain the authorization letter.</p> <p>LBOD = the date on the authorization letter.</p>
<p>Member Changes Providers during Obstetrical Care</p>	<p>The claim is for obstetrical care where the patient transferred to another provider for continuation of OB care. The prenatal visits must be billed using individual visit codes but the service dates are outside the initial timely filing period.</p> <p>File the claim within 60 days of the last OB visit. Maintain information in the medical record showing the date of the last prenatal visit and a notation that the patient transferred to another provider for continuation of OB care.</p> <p>LBOD = the last date of OB care by the billing provider.</p>



SCI Manual Revisions Log

Revision Date	Section/Action	Pages	Made by
10/15/2014	Created Template	All	cc, bl
10/21/2014	Created Manual	All	rm
12/08/2014	Removed Appendix H information, added Timely Filing document information	19	Mc
3/23/15	Revised wording on what HCBS services must be submitted by case management agencies, removed Emily Moncrief's contact information due and revised PAR instructions, updated rates.	3, 4, 6	EM
03/23/2015	Accepted changes, deleted comments, and updated TOC for publication.	Throughout	bl
9/1/15	Removed the ICD-9 reference. Changed ICD-9 code 799.9 to R69 or R99. Reviewed for ColoradoPAR/CWQI references but none. Made general programmatic updates	10 Throughout Throughout	JH, SS
09/08/2015	Accepted changes, deleted comments, updated TOC, and removed blank spaces	Throughout	bl