



COLORADO

Department of Health Care
Policy & Financing

Community Living Office
1570 Grant Street
Denver, CO 80203

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SUBJECT: Guidance for Writing Narrative Statements in the ULTC Assessment

Dear Case Management Agency administrators:

The purpose of this correspondence is to respond to requests and questions we have received from case management agencies to provide guidelines for writing narrative statements in the ULTC Assessment. In the accompanying guidelines you will find examples that illustrate how to add person-centered language and other standard topics to narrative statements in the assessment.

Over the past several months, the Department has worked with several case managers who represent a variety of case management agencies via the Case Management Agency Training Initiative workgroup. This group helped develop guidelines for writing narrative statements that justify the checkboxes found in the Activities of Daily Living portion of the assessment on the Benefits Utilization System (BUS).

This guidance is intended to give narrative statements a more person-centered and standardized approach to providing an accurate and well-rounded view of the client and their needs. Taking a standardized approach statewide will also assist with future Quality Improvement Strategy (QIS) program reviews.

The examples provided are to be used only as guide and should be customized to address each client's unique circumstance. However, these guidelines represent best practices that should provide case management agencies with an idea of what the Department expects case managers to document.

Website resources:

- Writing Narrative Statements in the ULTC Assessment Document
www.colorado.gov/hcpf/long-term-services-and-supports-training
- Electronic copy of this DAL
www.colorado.gov/hcpf/long-term-services-and-supports-dear-administrator-letters



Please share this information with your staff. If you have questions please email me at jennifer.larsen@state.co.us.

Sincerely,



Jennifer Larsen
Training Coordinator
Long-Term Services and Supports Division

