



COLORADO

Department of Health Care
Policy & Financing

OPERATIONAL MEMO

OPERATIONAL MEMO NUMBER: HCPF OM 19-001

TITLE: OCC SUBMISSION PROCESS THROUGH EQHEALTH EQSUITE

SUPERSEDES NUMBER: N/A

ISSUE DATE: JANUARY 9, 2019

EFFECTIVE DATE: JANUARY 10, 2019

DIVISION AND OFFICE: BENEFITS AND SERVICES MANAGEMENT: OFFICE OF COMMUNITY LIVING

PROGRAM AREA: COMMUNITY OPTIONS BENEFITS SECTION

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KEY WORDS: OVER COST CONTAINMENT (OCC), EQHEALTH, EQSUITE

HCPF Memo Series can be accessed online: <https://www.colorado.gov/hcpf/memo-series>

Purpose and Audience:

To remind Case Management Agencies (CMA)/Case Managers (CM) of the submission process for Over Cost Containment (OCC) state review submissions through eQSuite managed by eQHealth.

Background:

Previously, CMA/CMs were to submit all documentation to the Department through email at LTSSOCC@state.co.us. The Department communicates with the CMA/CM if more documentation is needed or if approved/denied. eQHealth is now reviewing all OCC requests, and should be submitted through the [eQSuite](#).

Procedure:

Beginning December 1, 2018, the review of all OCC state reviews will be completed by eQHealth. For training, FAQs on this process, and to submit a request please visit the [eQSuite](#). Please submit all the required documentation with your request, as outlined below.

- Consumer Directed Attendant Support Services (CDASS)
 - Dummy Prior Authorization Request (PAR) signed by supervisor;
 - Task worksheet and explanation of allocated time; and
 - Physician orders, and any other supporting documentation.

- In-Home Support Services (IHSS)
 - Dummy PAR signed by supervisors;
 - Agency care plan;
 - IHSS calculator; and

- Physician orders, and any other supporting documentation.
- Long-Term Home Health (LTHH)
 - Signed and completed LTHH PAR; and
 - Agency 485.
- All HCBS PARs
 - Dummy PAR signed by supervisor, or other proof of supervisor approval;
 - If the PAR is pending in the Bridge, submit a screenshot and the PAR; and number or Pre-Prior Authorization (PPA) to eQSuite.

If the PAR is suspended for exceeding cost containment due to a shortened certification period, please submit the request for assistance to the LTSSOCC@state.co.us inbox. For example, the client has passed away or moved to a nursing facility, and the certification period and line item dates must be revised. Submit the request for assistance to the OCC inbox.

All OCC requests are reviewed and considered. A CM should submit a PAR for review regardless of the average daily cost and should not deny services based on average daily cost.

Attachments:

None

Department Contact:

HCBSWaivers@state.co.us