



**COLORADO**

Department of Health Care  
Policy & Financing

Office of Community Living  
1570 Grant Street  
Denver, CO 80203

April 12, 2019

Dear CDASS Member and/or Authorized Representative,

**This is a notice of an open enrollment period and Financial Management Service (FMS) vendor changes.**

**Please read this letter carefully to ensure your attendants get paid.**

Health First Colorado members using Consumer-Directed Attendant Support Services (CDASS) must work with an approved FMS vendor to perform tasks such as processing your attendant's payroll and managing your employer taxes and fees.

Some FMS vendors are changing. You may need to sign up with a new FMS vendor.

**What do I need to do?**

- **If you are currently with ACES\$ or Morning Sun, you will need to choose a new FMS vendor by May 31, 2019.** They are not Colorado contracted FMS vendors anymore.
- **If you are currently with Public Partnerships (PPL), you don't need to do anything.** However, you can review the new vendors and decide if you would like to change during an open enrollment period. Open enrollment occurs quarterly, and the next open enrollment period begins 06/16/2019.



## Changing your FMS provider: Step-by-step instructions

If you are currently with ACES\$ or Morning Sun, please follow these steps. If you have an Authorized Representative who helps you with your CDASS attendants, make sure you work together on these steps.

1. Research the FMS vendors below and decide which one you want to work with. You can visit their websites for more information about them. You can also call to interview them. It is important to review information on how each FMS processes payroll cycles, timesheets, and "cost to you" budgeting sheets to see which FMS is right for you.

- Acumen Fiscal Agent
  - Phone: (833) 277-1615
  - Email: [CDASS@acumen2.net](mailto:CDASS@acumen2.net)
  - Website: [www.acumenfiscalagent.com/colorado/](http://www.acumenfiscalagent.com/colorado/)
- Palco
  - Phone: (866) 710-0456 and select the option for Colorado
  - Email: [CO-CDASS@palcofirst.com](mailto:CO-CDASS@palcofirst.com)
  - Website: [www.palcofirst.com/programs/colorado/cdass](http://www.palcofirst.com/programs/colorado/cdass)
- Public Partnerships, LLC
  - Phone: (888) 752-8250
  - Email: [ppcdass@pcgus.com](mailto:ppcdass@pcgus.com)
  - Website: [www.publicpartnerships.com/cofacts/](http://www.publicpartnerships.com/cofacts/)

2. Change your FMS vendor:

1. Contact your Single Entry Point or Community Centered Board case manager to let them know which FMS you want to work with. The case manager will send paperwork to the new FMS.
2. Your new FMS will contact you to discuss the change. This will happen about 2 weeks after your case manager notifies the new FMS of your selection.



3. Your new FMS will send you forms to complete. Make sure you complete all necessary paperwork and send it back to your new FMS by the deadline they provide to avoid service interruptions.

Your old FMS vendor will transfer some information you had previously supplied to them over to your new FMS vendor. This will include attendant paperwork. Every effort will be made to minimize the amount of paperwork you need to send, but **you will have to complete some paperwork to make your change.**

4. Check with both your new FMS vendor and your case manager to make sure you are enrolled and they have all needed paperwork. Make sure you work with your new FMS vendor to update your information, if necessary.

### Important dates and deadlines

Date	Activity
April – May 2019	Research and select your new FMS vendor. Notify your Case Manager and current FMS provider of your selection to start the transition process.
May 2019	Your Case Manager, current FMS provider and new FMS provider will work together to make the change. Your new FMS will need paperwork from you. Please follow up promptly.
May 31	<b>Deadline to select and notify your case manager of the FMS vendor you want to work with.</b> If you have ACES\$ or Morning Sun, and you don't select a new FMS by May 31, we will assign one to you.
June 14, 2019	All transition paperwork must be completed and returned to your new FMS provider.
June 16, 2019	Services with your old FMS end, and your new FMS vendor begins working with you. Begin submitting timesheets to your new FMS vendor.
June 17, 2019	Submit final timesheet(s) to your old FMS vendor for any hours worked before June 16.



If you do not select an FMS vendor by May 31, 2019, we will assign one to you. If you don't want the FMS vendor we assigned, you can change to a new FMS vendor at the September 16, 2019 open enrollment date. We encourage you to choose an FMS vendor by May 31, 2019.

If you have questions please contact your case manager or call Consumer Direct Colorado at 844-381-4433.

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