



**MINUTES**  
**Single Entry Point (SEP) Technical Assistance Call**  
**June 14, 2016**  
**11:00 am – 12:00 pm**

**1. Roll Call/ Opening – Bonnie Rouse Caputo**

**2. CDASS – Rhyann Lubitz**

a. Overutilization Reports

- i. Reminders have been added to e-mails as to what the Department is looking for.
- ii. Please have the report only indicate episodes of over utilization where the individual did not have reserves, did not have approval through their attendant support mgmt plan or did not contact their case manager beforehand.
- iii. The goal of these reports is to have one master report held with the Department or Consumer Direct Colorado.
- iv. Overutilization follow up should begin when case managers receive monthly expenditure reports from the FMSs.
  1. FMS vendors will notify the case manager of over utilization of 110% or higher. If the case manager is not being notified by the FMS vendor please let Rhyann know. Rhyann will also send a reminder notice to the FMS vendors regarding this requirement. For general spending reports, please review the client spending on the FMS vendor portal monthly.
- v. The report to the department should simply mimic the actions taken by the case manager which would be reflected in the BUS log notes.

b. PAR Revision Requests from PPL

- i. PARs that have had lines split in the past are now unable to be combined which is causing billing denials for PPL.
- ii. You may receive requests from PPL to move remaining units from prior lines to more recent ones. If you have questions regarding this process please send them to Jennifer Martinez at PPL ([jdmartinez@pcgus.com](mailto:jdmartinez@pcgus.com)) and CC Rhyann.

c. F/EA Transition

- i. Waiver Amendments have been submitted to CMS and are awaiting approval.
  - 1. Once the waiver is approved CDASS Participants will have 30 days to fully transition to the F/EA model.
  - 2. If you have a CSR for someone who hasn't transitioned check F/EA under the service plan in the BUS and add comment that the individual is still on AwC.

d. Questions

- i. For any questions regarding CDASS please reach out to Rhyann Lubitz at [Rhyann.Lubitz@state.co.us](mailto:Rhyann.Lubitz@state.co.us).

**3. Home Modifications/Compliance Officer Processes – Diane Byrne**

- a. The Rule change that the Department has been working on for the past year has been approved and will go in to effect August 1, 2016.
- b. There will be four regional trainings to educate case managers, OTs/PTs, contractors, and any other home modification stakeholders on the new rule and how it will impact the program and their work. The training dates and times are as follows:
  - i. **Denver, June 23, 2016, 10 am – 12 pm** (our regular meeting time and place)
    - 1. Location: 303 E. 17th Ave, 7A, Denver, CO 80203
    - 2. The Denver training will be available as a live webinar and the recording will be posted later.
    - 3. [https://cohcpf.adobeconnect.com/e67dahb9vg9/event/event\\_info.html](https://cohcpf.adobeconnect.com/e67dahb9vg9/event/event_info.html)
  - ii. **Greeley, July 7, 2016, 10 am – 12 pm**
    - 1. Location: Weld County Training Center, 1104 H St., Greeley, CO 80631
  - iii. **Pueblo, July 14, 2016, 1 pm – 3 pm**
    - 1. Location: Emergency Services Center, Sherriff's Department, 101 W. 10th Street, Pueblo, 81003
    - 2. This is a secure building, so you must have ID to check in!

iv. **Grand Junction, July 29, 2016, 9 am – noon**

1. Location: Mesa County Human Services, 510 29 1/2 Rd,  
Grand Junction, CO 81504

c. Compliance Issues

- i. A change order must be completed for all incidences where a home modification provider does not complete the entirety of a project that was bid on.
- ii. In the event that a home modification provider bills for services that have not been provided to the client, the SEP must report it to HCPF.
  1. Report to Diane Byrne, or Lana Mutters and our Program Integrity unit.
  2. Program Integrity fraud reporting can be reached at 855-375-2500 or at [ReportProviderFraud@hcpf.state.co.us](mailto:ReportProviderFraud@hcpf.state.co.us)
- iii. The Department understands that many SEPs have internal compliance departments and procedures. However, it is important that SEPs follow HCPFs procedures to preserve client's lifetime benefit caps.
- d. For questions or concerns regarding home modifications please contact Diane Byrne at [Diane.Byrne@state.co.us](mailto:Diane.Byrne@state.co.us) or Lana Mutters at [Lana.Mutters@state.co.us](mailto:Lana.Mutters@state.co.us).

**4. Open Questions**

- a. No questions were asked.