



MINUTES

SEP Technical Assistance Call

225 E. 16th Avenue, 1st Floor Conference Room

July 17, 2013

10:30 – 11:30 am

Call-In Information:

Local: 720-279-0026

Long Distance: 1-877-820-7831

Pass Code: 516148

Attendees:

HCPF Staff: Tiffani Rathbun, Phil Stoltzfus

SEPs (by phone): ACMI, Alamosa, Bent, Colorado Access, Costilla, Delta, Jefferson, Kit Carson, Larimer, Las Animas, Mesa, Montezuma, Montrose, Northeastern, Northwest, Otero, Prowers, Pueblo, Rio Grande, Rocky Mountain, San Juan, Weld

10:30 – Introductions and Roll Call

10:40 – CDASS Update – Phil Stoltzfus

- PARs and noticing letters:
 - Phil reported that he is down to 12 PARs that are unresolved with PPL, but have been processed by Xerox. At the time of distribution of these minutes, all of these PARs have been resolved or followed up on. Thanks for all your hard work on these!
 - Question: Should case managers be formally re-noticing clients if their allocation changes? Phil “tentatively” said no, but Candie Dalton followed up offline that Case managers **should formally notice clients** via letter **every single time** there is a change in CDASS allocation.
 - Question: Why do we have to notice clients at all if we don’t have to do it every time there’s a change? Candie states that CMs do need to do this every time.

- Allocation Changes
 - Question: Why does it appear that client has overspent before 7/1/2013 when they really haven't with these allocation changes? How will it affect the remainder of certification period? Phil answered that this is because of the CDASS periods. Tiffani received direction from Candie Dalton that she is meeting with HCPF Rates department to try to figure out why this is happening. She will send out information and guidance by the end of this week. **Please don't send out noticing letters this week until Candie figures out why these differences in allocation are happening.**

10:50 – Transportation Issues – Phil Stoltzfus

- Issues:
 - Phil reported that taxi companies are complaining that they are not listed on the PARs as taxis, but are being coded as mobility vans, thus, can only bill for a lower rate. Taxi companies need to be on the **PAR as a taxi**, unless specifically assigned as a mobility van.
 - Phil reported there is confusion about differences between mobility van and wheelchair van.
 - **Mobility van** = any vehicle that is not a taxi and not a wheelchair van. This should be authorized for anyone who can transfer in and out of a vehicle, but may use a wheelchair.
 - **Wheelchair van** = the client is in a wheelchair and requires a lift to get in and out of the van
 - Case managers can authorize the use of a taxi instead of a mobility van if that need is documented in the service plan.

11:00 – RTP'ing PARs from Xerox – Tiffani Rathbun

- Tiffani reported that she has received reports from Xerox that the incorrect PAR forms are being used by case managers. Please use the correct form. It can be found online:
Colorado.gov/hcpf > [Providers](#) > [Provider Services](#) > [Forms](#)

- Use “HCBS PAR forms” revised 4/10/13. Do not use old forms. When you open these forms, you will see tabs for each waiver. Case Managers need to print off the PAR related to their client’s waiver. If you have a program that generates your PARs, talk to your IT Department about uploading the correct form so they aren’t returned back to you.

11:10 – Case Manager Updates

- New SEP (Access Long Term Support Solutions) transition: We are experiencing some BUS issues during this transition. If you have clients who need immediate access to services and ALTSS cannot change the secondary agency, please email Tiffani Rathbun with client ID, reason access is needed and new agency needing access.
 - **UPDATE:** We believe this issue has been fixed for ALTSS. Please go through ALTSS and if they cannot change the agency, they will contact Tiffani with the request.
- PASRR in 100.2 – We are aware that the links in the 100.2 to the PASRR are still preventing finalizations. Tiffani is working with HCPF IT Department to get these eliminated as discussed in the previous trainings with Nora Brahe. In the meantime, please fill out the pages that need to be filled out in order for you to finalize the 100.2. We apologize that this is extra work, but want to make sure that everything is getting in the system on time.

11:20 – Q & A

- Kelly from Delta asked: How do you certify a client for LTHH when CBMS won’t accept the assessment? Answer: Certifications are not necessary to be sent to eligibility because it is a state plan benefit.

Next TA Call scheduled for August 21, 2013 – 10:30am