QUICK GUIDE TO THE BUS FOR RAES



JUNE 2018

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Hold the Control Button (Ctrl) and click on a page, to jump directly to the page in this guide.

Introduction

This Quick Reference Guide is designed to help Regional Accountable Entities (RAEs) navigate through the most commonly viewed pages of the Benefits Utilization System (BUS).

For a more detailed guide for specific pages in the BUS, please see our full Guide to the BUS for RAE Users. If you cannot find the client information you are looking for, please contact your Supervisor or Security Administrator. If you experience any problems with the BUS, please email BUS@state.co.us.

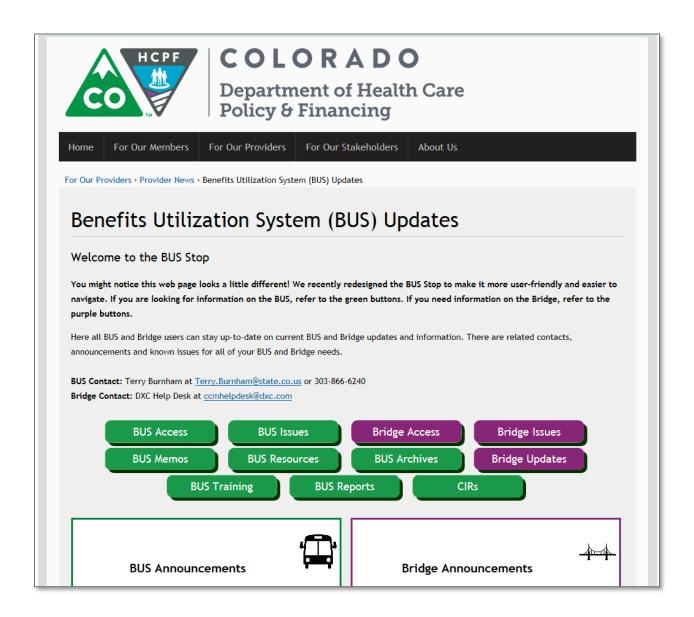
The BUS Stop

- We have created a HCPF website (BUS Stop) to help BUS users keep up with BUS updates and information. Here you will also find BUS related contacts, announcements and known issues.
- The BUS Stop can be accessed from the HCPF website. Select For Our Providers tab and What's new? (bulletins, newsletters, updates).



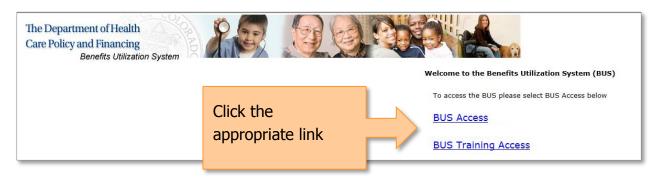


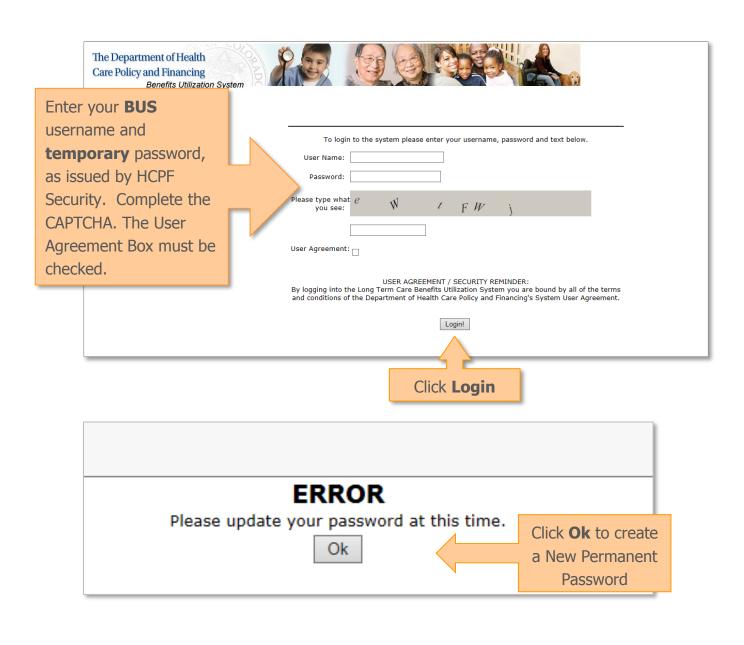




How to Access the BUS

- Your BUS user name and password are issued by HCPF Security. Please contact your Agency Administrator if you need access to the BUS.
- You can access the BUS directly at https://ltc.hcpf.state.co.us/bus/loginpage.cfm.
- There are different environments to select from for BUS Access
 - BUS Access is the production environment. This is where the day-to-day operations will be performed
 - BUS Training Access is to be used for training purposes. Information saved in this environment will only be visible to the user who saved it, and it is NOT able to be copied into the production environment.



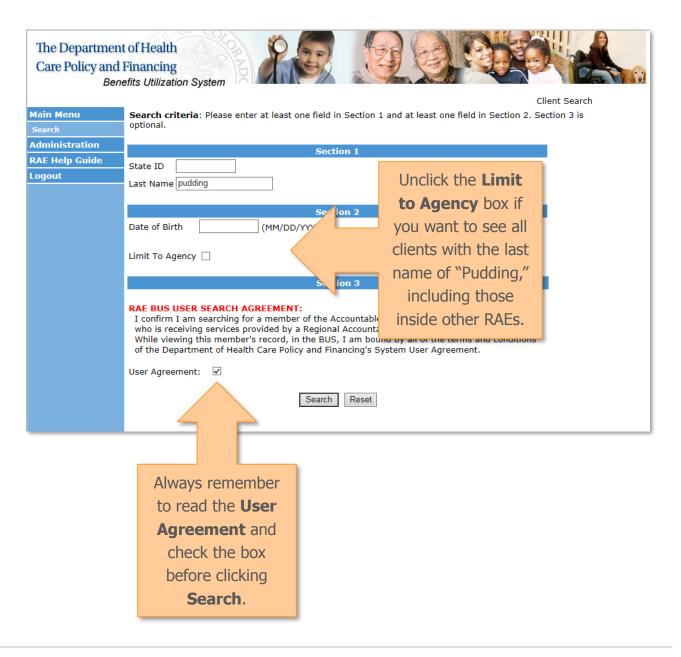


		User ID	<u> Last Name</u>	Middle Initial	First Name	<u>Access</u>	<u>Enabled</u>	<u>Locked</u>	Α
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Assigning Yourself as the RAE Care Coordinator

- If you are the RAE Care Coordinator for a client, you may assign that client in the BUS to yourself.
- You will only be able to set yourself as the RAE Care Coordinator for clients in your RAE.
- You can search for your clients in the BUS by State ID, Last Name, or Date of Birth.
 In this example we will search by last name for clients with the last name "Pudding."



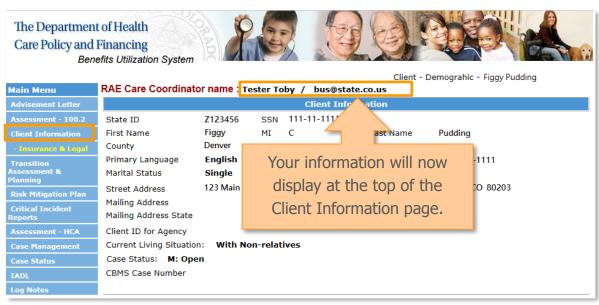


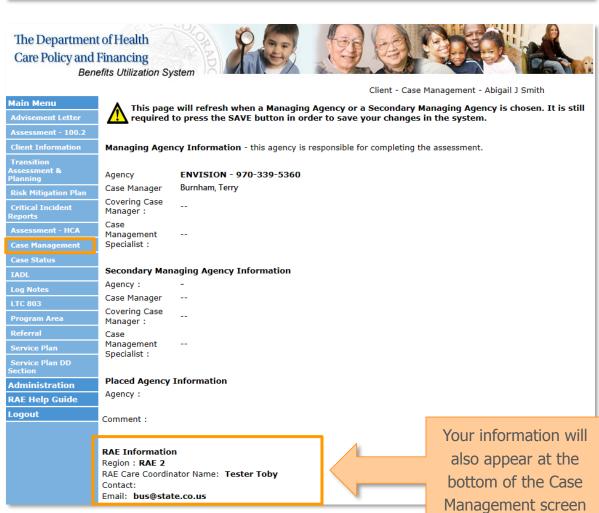
Click the **View** button to view the client's record.

In your search results, you will see a gray **Update** button if the client is in your RAE. Click the button to assign yourself as the Client's RAE Care Coordinator.



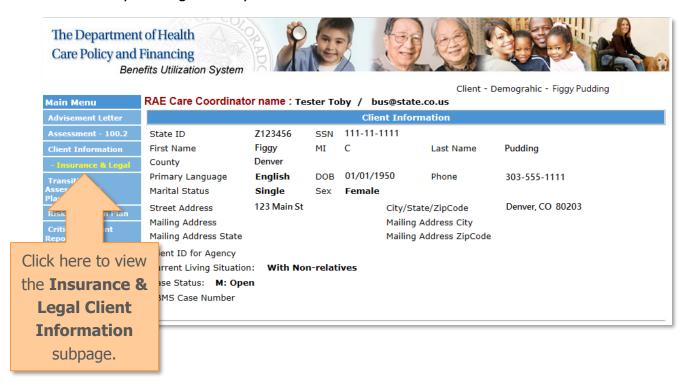
Coordinator, select the **Yes** radio button. Then click **Confirm**.





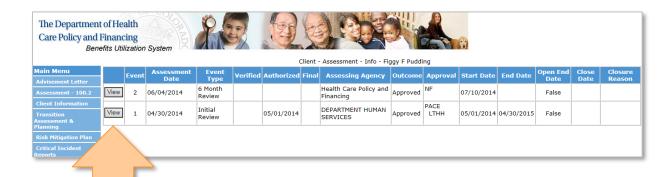
Client Information

- Here you will find all the demographic information on the client such as
 - State ID
 - Social Security Number
 - Address
 - Contact Person
 - Referral Client Contact
 - Medical Provider Information
 - Medical Information Health Record
- There also is an Insurance and Legal Client Information sub-page, which you can access by clicking on the yellow sub-menu below Client Information.



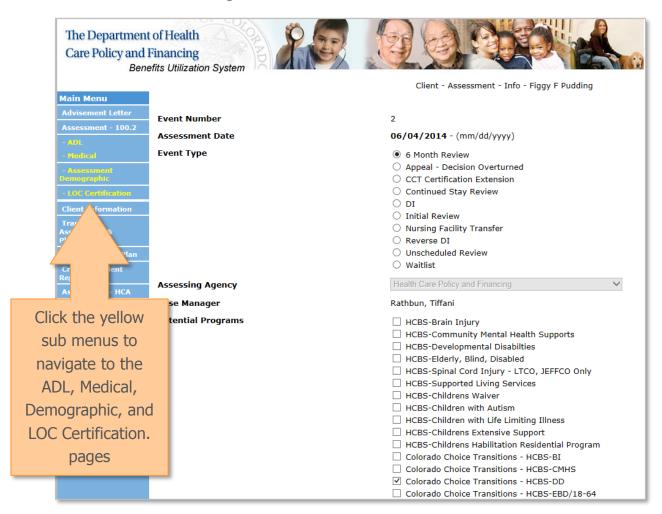
Assessment – 100.2

- The Assessment 100.2 screen will show every Assessment for the client and the relevant details such as
 - Assessment Date
 - Event Type
 - Verified Date
 - Authorized Date
 - Assessing Agency
 - Outcome
 - Approval
 - Start Date
 - End Date
 - Close Date
 - Closure reason



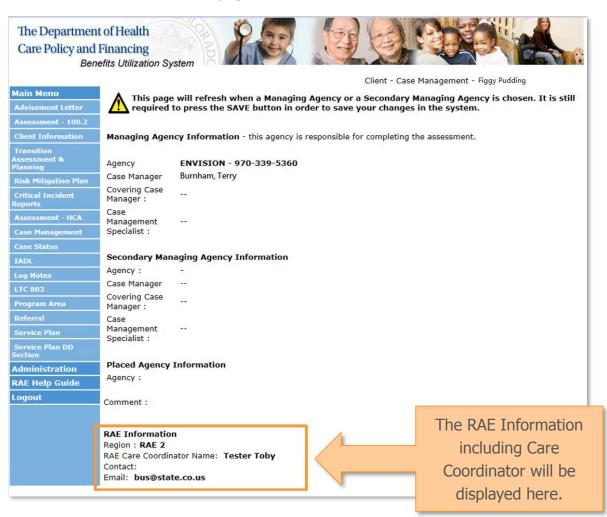
Click the **View** button to see more
Assessment details.

- In the Detailed View of the Assessment, you will find additional information such as
 - Case Manager
 - Potential Program



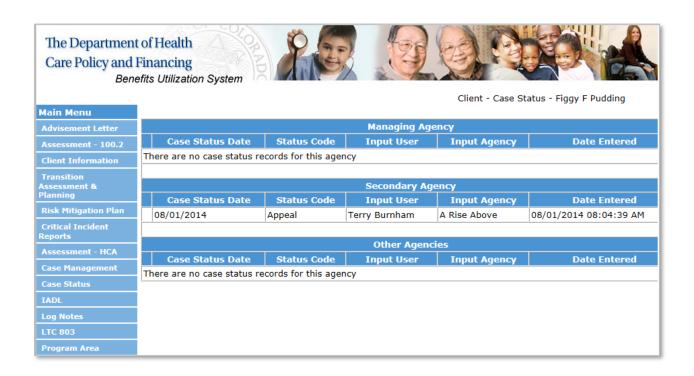
Case Management

- On the Case Management page, you will be able to view the Managing Agency Information which includes
 - Name of Agency
 - Case Manager
 - Covering Case Manager
 - Case Management Specialist
- You will also be able to view the Secondary Managing Agency and Placed Agency information.
- If you are assigned as the RAE Case Coordinator for this client, your information will show at the bottom of the page under RAE information.



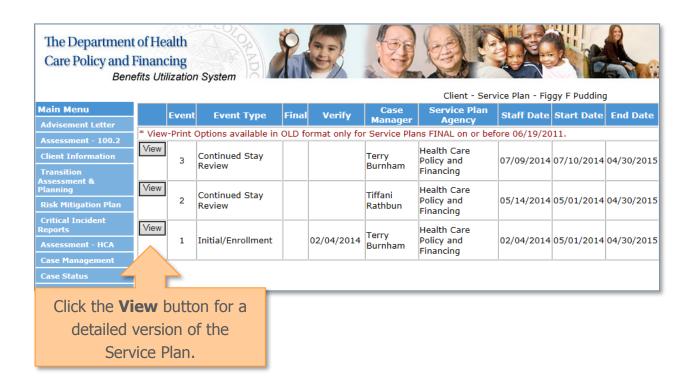
Case Status

- The Case Status Screen displays all the Case Statuses from the
 - Managing Agency
 - Secondary Agency
 - Other Agencies
- For each Case Status, you will be able to see the
 - Case Status Date
 - Status Code (Open, Pending, Appeal, Denial, Closed, etc.)
 - Input User (who entered the Case Status)
 - Input Agency
 - Date Entered

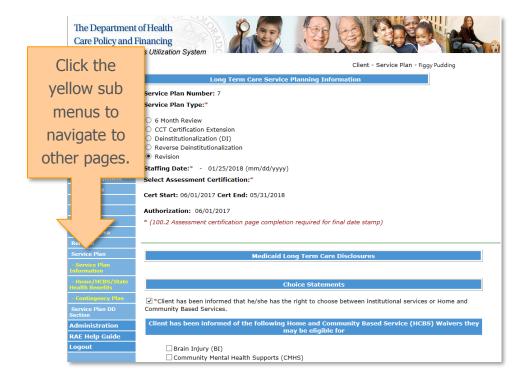


Service Plan

- On this screen, you will be able to see all of the Service Plans entered for the client and some basic details such as
 - Date the Service Plan was finalized
 - Case Manager
 - Service Plan Agency
 - Start Date
 - End Date

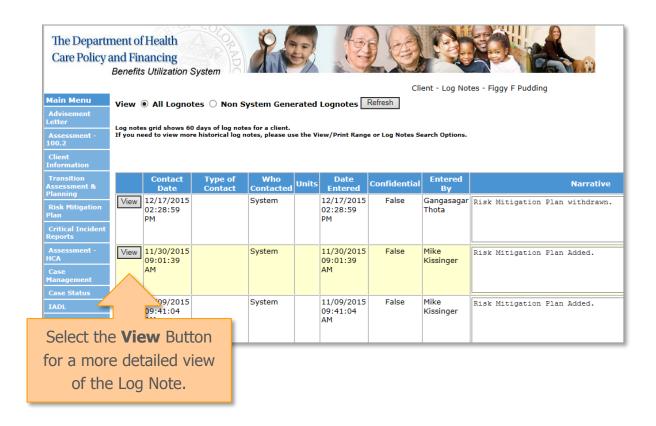


- After clicking on the View button, you will be able to view a more detailed version of the Service Plan. This includes additional information such as
 - Medicaid Long Term Care Disclosures
 - Choice Statements
 - Program Area
 - Service Planning
 - Client Roles and Responsibilities
 - Case Manager Roles and Responsibilities
 - Plan Participants
 - Natural Supports
 - Third Party Resources
 - Home Community Based Services the Client is receiving
 - State Plan Benefits the Client is receiving
 - Any Contingency Plan for Client emergencies
 - Client's Personal Goal



Log Notes

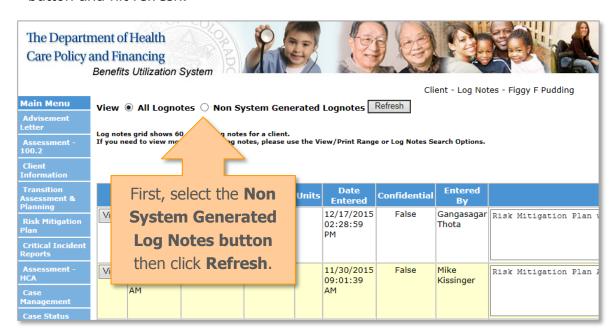
- The Log Notes page displays the log notes grid, which will show 60 days of the log notes for the specific client. This grid will automatically default to display all log notes.
- Here you find the details of each log note such as
 - Contact Date
 - Type of Contact
 - Who was Contacted
 - Units
 - Date the Log Note was Entered
 - The Confidentiality of the Log Note
 - Who the Log Note was Entered By
 - Notes



 In the Detailed View of the Log Note, you can find additional details such as the time of contact.



• If you want to only view the Non System Generated Log notes (log notes that are manually entered by Case Managers), select the Non System Generated Log notes button and hit refresh.



Contact Us

• If you have any comments or feedback about this RAE Quick Reference Guide please send us an email at BUS@state.co.us.

Thank you!