



OPERATIONAL MEMO

TITLE:	TARGETED CASE MANAGEMENT-TRANSITION COORDINATION (TCM-TC) ABOVE CAP REQUEST AND AUTHORIZATION PROCESS
SUPERSEDES NUMBER:	N/A
EFFECTIVE DATE:	MARCH 23, 2020
DIVISION AND OFFICE:	CASE MANAGEMENT AND QUALITY PERFORMANCE DIVISION; OFFICE OF COMMUNITY LIVING
PROGRAM AREA:	TRANSITION SERVICES
KEY WORDS:	TRANSITION COORDINATION, TARGETED CASE MANAGEMENT, TCA, TCM, TRANSITION SERVICES, APPROVAL PROCESS, UNIT CAP
OPERATIONAL MEMO NUMBER: HCPF OM 20-040	
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APPROVED BY: AMANDA LOFGREN	

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Purpose and Audience:

The purpose of this Operational Memo is to provide direction to Transition Coordination Agencies (TCA) concerning requests for Targeted Case Management-Transition Coordination (TCM-TC) services that exceed the 240-unit cap outlined in **10 CCR 2505-10, 8.763.C**. The memo will establish documentation and review standards based on health and welfare for consideration of requests by the Colorado Department of Health Care Policy & Financing (the Department). Targeted Case Management processes discussed in this memo only impact TCM-TC.

Information:

Targeted Case Management-Transition Coordination provided by Transition Coordination Agencies (TCA) is a Medicaid State Plan benefit that is limited to a cap of 240 units (1 unit=15 min). **This cap, outlined in 10 CCR 2505-10, 8.763.C., denotes a service maximum unless otherwise documented and supported by**

the need to address the health and welfare of the individual. Each request for units over the cap will be reviewed by the Department for relevance to the health and welfare concern identified. Authorization of requests will be subject to the review and discretion of the Department.

Request and Review Process:

The TCA shall submit documentation requesting additional units to the Transitions Administrator at the Department. Documentation must address the following criteria:

- The Risk Mitigation Plan clearly identifies health and welfare issues that will be addressed with additional service units;
- The Risk Mitigation Plan outlines the response plan to all risks identified in the request;
- The request clearly explains how additional TCM-TC supports to be provided by the TCA will address objectives, methods and expected outcomes; and
- The request outlines anticipated timelines required to support the health and welfare of the individual.

Additional considerations and review of supplemental documentation, made by the Department while reviewing requests may include, but will not be limited to:

- Proper utility of initial 240 units available as a service maximum for TCM-TC;
- All Benefit Utilization System (BUS) documentation;
- Relevance of request to health and welfare as supported by documentation; and
- Potential duplication of services and supports through other benefits available to the individual under Home and Community-Based Services (HCBS) Medicaid Waivers.

The Department will review the request for additional units within three (3) business days of receipt and will provide a written response to the TCA within two (2) business days following determination and as needed for follow-up.

Attached to this memo, please find the form to request additional TCM-TC units.

If you have any questions, please contact the Transitions Administrator, Nora Brahe, at nora.brahe@state.co.us.

Attachment(s):

Unit Request Form 0519

Department Contact:

Nora Brahe

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