Nursing Facility Post Eligibility Treatment of Income

Health First Colorado Medical Assistance Program

PETI Program

September 2019



Our Mission

Improving health care access and outcomes for the people we serve while demonstrating sound stewardship of financial resources



Objectives

- Overview of PETI
 - > Eligibility Criteria
 - > Nursing Facility Process
 - Forms Required when submitting a PETI PAR Request
- Provider Portal
 - > Entering a PETI PAR Request
 - > PETI PAR Determination
- Resources Web Address <u>www.colorado.gov/hcpf</u>



General Program Overview

"Post Eligibility Treatment of Income (PETI)" is the amount of an individual's income that must be paid to the nursing facility for the cost of care provided to the individual after certain deductions have been applied.

Federally mandated that this income may be used for an **incurred medical expense** not covered by Medicaid or other third party insurance.

Types of incurred medical expenses (IME) include health insurance premiums, hearing aids, dental, eye glasses and acupuncture.



Reasonable Limits

The State Plan Amendment Supplement 3 to Attachment 2.6-A imposes the following reasonable limits:

- Verification of medical necessity approved by physician
- Validation expense is not a benefit of Colorado Medicaid
- Allowable cost does not exceed the basic Medicaid rate
- Cost will not be allowed for items for cosmetic reasons only
- Expenses are not a duplication of expenses previously authorized



Eligibility Criteria

- Active Medicaid Client
- Nursing Facility Resident
- Monthly Patient Payment
- Documented Medical Necessity
- Potential Payer Sources Exhausted



Nursing Facility Activity Log

The nursing facility will document all of the resident's use of PETI funds on an annual basis.

10 CCR 2505-10, Section 8.482.33 states:

 All allowable costs must be documented in the resident's record with date of purchase and receipt of payment, whether or not these costs meet the requirements for prior authorization. Lack of documentation shall cause the cost to be disallowed, causing the nursing facility to be overpaid by the Medicaid program.

The NF Activity log must be kept for 6 years for audit purposes.



Nursing Facility Activity Log

Provider NPI:

RESIDENT NAME:

MEDICAID ID:

PA Number	Type of Service	Date Service Requested by Member	Date PA Added to Provider Portal	Date PA was Approved by the Dept	Date NF received payment	Date Service Provider Paid	Date Service Rendered to Member	PNA Funds Used?	PNA Funds Reimbursed?	Was Member at Facility When Service Rendered?



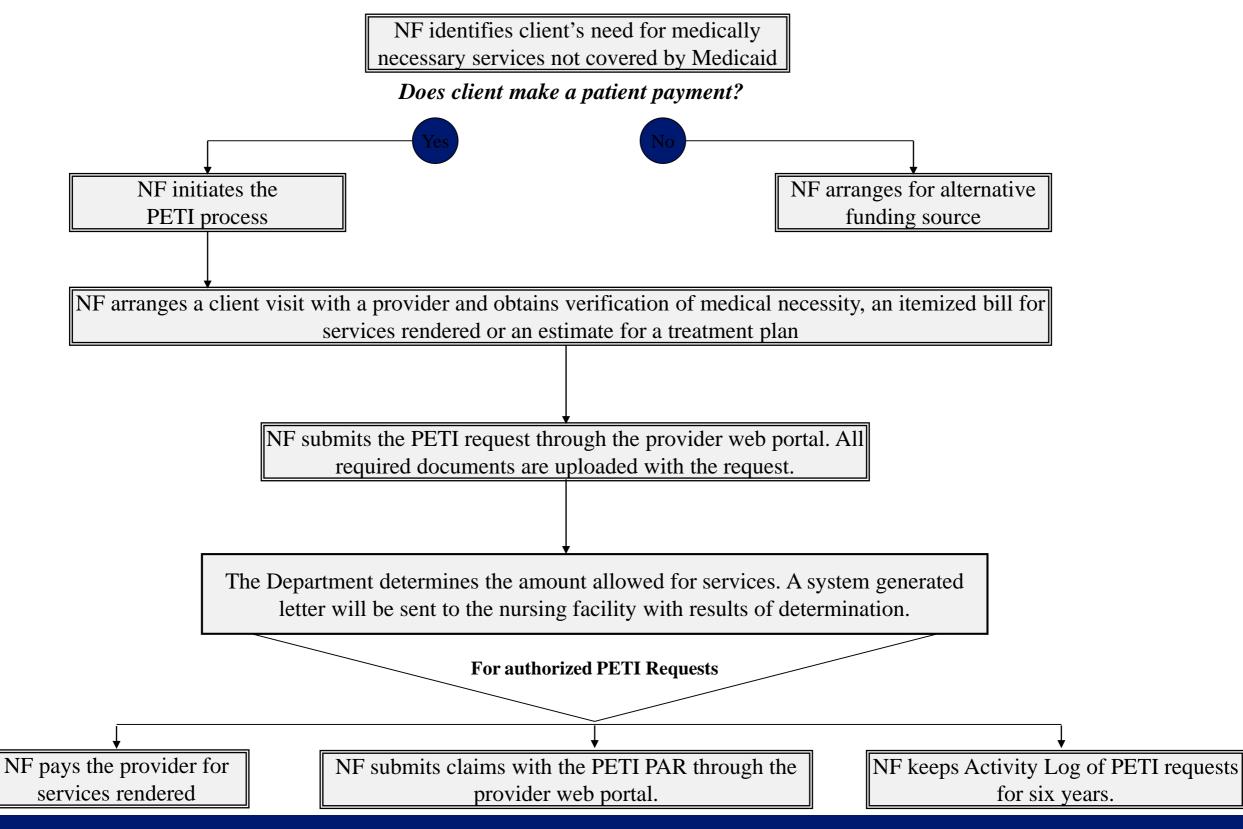


If there is no patient liability amount (patient payment)

There is no PETI



Post Eligibility Treatment of Income Nursing Facility PETI Process



NF PETI PAR Determination

- Approval of full amount
- Amended amount based on NF PETI fee schedule
- Denial of NF PETI PAR request



NF PETI Requests

- Acupuncture
- Health insurance premiums
- Hearing aids services
- Dental
- Vision
- Other incurred medical expenses that are not a benefit of Colorado Medicaid





Nursing Facility Post Eligibility Treatment of Income (PETI) Medical Necessity Certification Form

I certify that I consider the supplies and or services included in this request to be medically necessary and that there are no medical or cognitive contraindications to providing these supplies and or services.

License#

Date

Print Physician's Name – Required

Note: Only a physician's signature is required to verify medical necessity. A Physician's Assistant (P.A.), Nurse Practitioner (N.P.), or Registered Nurse (R.N.) <u>cannot</u> sign for the physician.

Acupuncturist's Signature	Print Name	License#	Date
Audiologist's Signature	Print Name	License#	Date
Dental Provider's Signature	Print Name	License#	Date
Vision Provider's Signature	Print Name	License#	Date
Signature of Client or Respo	onsible Party	Relationship	Date
<i>Note: a Verbal consent is <u>not</u> an</i> services covered by this request. I can be responsible.			



COLORADO Department of Health Care Policy & Financing
NURSING FACILITY PETI CHECKLIST
Complete appropriate checklist for each request
Health Insurance Premiums Resident's monthly patient payment - \$ Medical Necessity Form completed with: Signature of Attending Physician Signature of Client Responsible party Verification Statement of premium monthly amount Insurance Card Copies front and back Months of coverage being requested: not to exceed 12 months
Acupuncture Resident's monthly patient payment - \$ Medical Necessity Form completed with: Signature of Attending Physician Signature of Client Responsible party Signature of Provider Provider's invoice with procedure codes and fees
Prescription/Dr. Orders with number of treatments
Dental Resident's monthly patient payment - \$ Medical Necessity Form completed with: Signature of Attending Physician Signature of Client Responsible party Signature of Provider Provider's invoice with procedure codes and fees DentaQuest EOB verifying \$1500 Medicaid benefit is exhausted
Hearing Resident's monthly patient payment - \$ Medical Necessity Form completed with: Signature of Attending Physician Signature of Client Responsible party Signature of Provider Provider's invoice with procedure codes and fees Audiogram – performed by licensed audiologist no older than one year (for Hearing Aids only) (Note: BC HIS is not an acceptable license to perform the audiogram)
Vision Resident's monthly patient payment - \$ Medical Necessity Form completed with: Signature of Attending Physician Signature of Client Responsible party Signature of Provider Provider's invoice with procedure codes and fees



NF PETI Request - Acupuncture

- Medical Necessity form
 - a. Signature of Attending Physician
 - b. Signature of Provider
 - c. Signature of Client/Responsible Party
- Nursing Facility PETI checklist
- Itemized invoice



NF PETI Request - Hearing

- Medical Necessity form
 - a. Signature of Attending Physician
 - b. Signature of Provider
 - c. Signature of Client/Responsible Party
- Nursing Facility PETI checklist
- Itemized invoice
- Audiogram for hearing aids only



NF PETI Request Health Insurance

- Medical Necessity form
 - a. Signature of Attending Physician
 - b. Signature of Client/Responsible Party
- Nursing Facility PETI checklist
- Itemized invoice
- Verification of monthly premium amount for client
- Insurance card copy of front and back
- New request each calendar year



NF PETI Request - Vision

- Medical Necessity form
 - a. Signature of Attending Physician
 - b. Signature of Provider
 - c. Signature of Client/Responsible Party
- Nursing Facility PETI checklist
- Itemized invoice



NF PETI Request- Dental

- Medical Necessity form
 - a. Signature of Attending Physician
 - b. Signature of Provider
 - c. Signature of Client/Responsible Party
- Nursing Facility PETI checklist
- Itemized invoice
- DentaQuest, Estimate of Benefits (EOB) verifying \$1500 benefit has been exhausted



Adult Medicaid Dental Benefit

In 2013, the state legislature passed Senate Bill 242

- Authorizes the Department to create a new limited dental benefit for adults in Medicaid.
- Provide all Medicaid enrolled adults age 21 years and over, including NF clients using the PETI program.
- Annual dental benefit is \$1,500 in dental services per state fiscal year which runs from July 1 - June 30.
- Dentures and partials are covered as a separate benefit. These services must be prior authorized by DentaQuest.



Adult Dental Benefit - continued

• The dental provider must be enrolled in Medicaid

- This enables the dental provider to bill directly to Medicaid for reimbursement of services.
- > Encourage the dental providers you work with to enroll in Medicaid
- Once the resident's \$1,500 benefit has been exhausted, then for those PETI eligible residents a PETI request can be submitted to the Dept. for additional services.
- Providers can contact Dental Quest at <u>www.dentaquest.com</u> or call 1-855-225-1729 for additional information.



Prior Authorization Request

As of March 1, 2017, all Nursing Facility PETI/IME PAR services must be pre- approved by the Department for processing.

<u>All</u> PETI/IME services must be submitted through the Online Provider Web Portal for Department review and determination. A PAR confirmation number is provided for tracking the status of the request. Once PAR is approved by the Department, the provider can bill the PETI/IME service on the next claim containing a patient liability amount greater than zero.



Questions - Recap

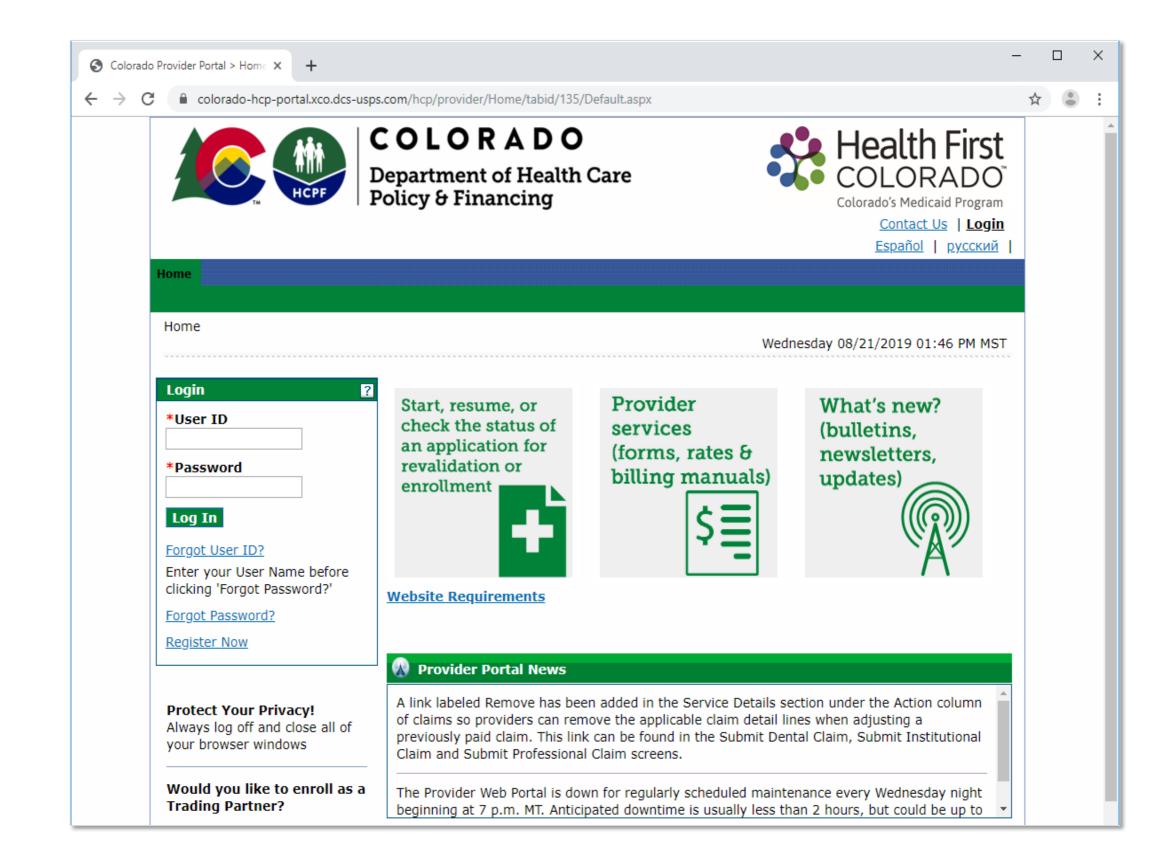




Resources

- Login Access to the Provider Web Portal
 - Copy and paste the address: <u>https://colorado-hcp-portal.xco.dcs-</u> <u>usps.com/hcp/provider/Home/tabid/135/Default.aspx</u>
- Website Location : <u>www.colorado.gov/hcpf</u>
- Click on: For Our Providers > Providers Services
 See slides 45-50 of this training for path details
- Other Long-Term Services & Supports information:
 - www.colorado.gov/hcpf/long-term-services-and-supports-programs







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Home Eligibility Clairus Car	e Management	lesources	
Home			
🕑 User Details	Welco	ome Health Care Professional!	Contact Us
Welcome	. and .		
My Profile			B Notify Me
 Manage Accounts 			Standard Market and Standard
Provider			Alerts
Name			
	20		Secure Correspondence
Provider ID	And a state of the		
Location ID		e committed to make it easier for physicians and other ers to perform their business. In addition to providing	
Provider Maintenance		lity to verify member eligibility and submit claims, our site provides access to benefits, answers to frequently	
EFT/ERA Enrollment		questions, and the ability to search for providers.	
Disenroll	O P	rovider Portal News	
Provider Services	NO M	essages to display.	
Member Focused Viewing			
Search Payment History			
Search Accounts Receivable			
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There are five panels that must be filled out for a NF PETI PAR

- Requesting Provider Information will auto populate
- Member Information
- Service Provider Information
- Diagnosis Information
- Service Details

Create Authorization	?
* Indicates a required field. *Authorization Type	Expand All Collapse All
Requesting Provider Information	+
Member Information	+
Service Provider Information	+
Diagnosis Information	· · · · · · · · · · · · · · · · · · ·
Service Details	+
	Submit Cancel



		Contact Us
Home Eligibility Claims Care Management	Resources	
reate Authorization View Authorization Status Maintair	n Favorite Providers	
Care Management > Create Authorization		
Create Authorization		
Create Authorization * Indicates a required field.		
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* Indicates a required field.		Expand All Colla
* Indicates a required field. *Authorization Type Requesting Provider Information		
* Indicates a required field. *Authorization Type	ID Type NPI	Expand All Colla Name

Collapse Al
- Planater rest



Member Information		-
*Member ID Last Name Birth Date	First Name	

In the member information box: (required)

- Type in the <u>Member ID</u> MEDICAID ID with a capital letter (example: X123456)
- Press the TAB KEY
- Member name and birthdate will display



Member Information		
*Member ID Last Name Birth Date	First Name	

The auto populate function is not working correctly. Some providers have entered all the information – last name, first name and birth date with success.



Service Provider Informati	ion	
Service Provider same as Requesting Provider		
Select from Favorites	No favorite providers available.	~
Provider ID	ID Type V Name _	Add to Favorites
Taxonomy		~
Location	✓	

In the Service Provider Information box: (required)

- Select the <u>Check Box</u>, if you are the requesting provider.
- Or use the drop down box to <u>Select From Favorites</u>.
- Or if a new requesting provider, use the <u>Magnifier Search Icon</u> to locate the provider.

Note: when provider is selected, make sure the taxonomy box populates. If not, try selecting the provider again.

- Use the drop down box to select the Location
 - Skilled Nursing Facility
 - Nursing Facility
 - Intermediate Care Facility



Provider II	Back to Authorization ?						
Search By ID	Search By Name Search By Organization						
* Indicates a	required field.						
	*Provider ID Type V						
Search Cancel							

Provider ID Search

- Search by Provider ID
- Search by Name
- Search by Organization

The system will retrieve all possible matches or state no provider matches

- Click on the correct match
- System will auto populate the provider's information



Diagnosis Information									
Please note that the 1st diagnosis entered is considered to be the principal (primary) Diagnosis Code. Click the Remove link to remove the entire row.									
Diagnosis Type	Diagnosis Code	Action							
Click to collapse.									
*Diagnosis ICD-10-CM V *Diagnosis Code e Type									
Add Cancel									

In the Diagnosis Information Box: (required)

- <u>Diagnosis Type</u> should be ICD-10-CM
- Select Diagnosis Code from the list below:
 - Y9209 Other Non-Institutional Residence as Place
 - > Y9212 Nursing Home as Place
 - Y9219 Other Residential Institution as Place
 - Y92531 Health Care Provider Office as Place
 - Y929 Unspecified Place or Not Applicable

> Type in the <u>Diagnosis Code</u> NUMBER with a capital letter and click ADD Note: *only one diagnosis code is required*

 The diagnosis appears in the light blue line under the table headers. If incorrect, use the <u>Remove</u> <u>Link</u> to remove the code and add the correct code.



The Service Details box (required) is split into three parts

- A) Service Details (top section)
- B) Service Provider Information (middle section)
- C) Attachments (bottom section)

Only one type of service request is permitted per NF PETI Request

A) Service Details (required)

- Using the Calendar Icon, fill in the FROM DATE and the TO DATE
 - This date can be the date of service if provided before today's date
 - > Or the current date
 - ➢ Or a date range that is <u>not</u> in the future
- Use the drop down arrow and change the Code Type to REVENUE ***
- Select Code from the list below:
 - > 0259 Pharmacy Other Drugs (non-prescription drugs)
 - > 0479 Audiology Other (hearing)
 - 0962 Professional Fees Ophthalmology (vision/glasses)
 - > 0949 Other therapeutic services (acupuncture)
 - > 0969 Professional Fees Outpatient Services (dental)
 - > 0999 Patient Convenience Items (health insurance premium)
- Type ion the <u>Code</u> NUMBER and <u>when the name associated with the number appears</u>, <u>click</u> <u>on the name</u>
- Options within the service details box will change because the Revenue code type was selected (modifier lines will disappear)



Service Details											
Click '+' to view or update the details of a row. Click '-' to collapse the row. Click Copy to copy or Remove to remove the entire row.											
	Line #	From Date	To Date	Code				Modifiers	Units	=	Action
Click to collapse.											
	*From 02/08/2017 I To Date 02/08/2017 Date 0 0					*Code Revenue Type	Code 0479-AUDIOLOGY OTHER ×				
	Units		Free	luency		<u> </u>					_
*R	Requested Dollars	Additional Service Code Description									
	*Medical stification										~
											~

- Fill in the number of <u>Units</u> (cannot be zero)
 - For eyeglasses units should be 1
 - ➢ For hearing aids units should be 1 or 2
 - > For health insurance premium units should be 1 to 12, the number of months being requested
 - For other type of service use appropriate unit measurement or 1
- <u>Requested Dollars</u> (cannot be zero)
 - > Type in the full amount being requested, should match the invoice total
 - > For health insurance premium, it should be the monthly amount times the number of months
- Fill in the Medical Justification Field (cannot be blank)
 - For health insurance premium Note will include, monthly premium dollar amount, number of months requested and year. (example: health insurance premium \$100 x 6 months = \$600 for 2018.
 - > For anything other than health insurance, select from the following list
 - New request for...
 - Replacement for...
 - Second request for...
 - Other Incurrent Medical Expense



Service Provider Inf	ormation	
Service Provider same as Requesting Provider		
Select from Favorites		~
Provider ID	ID Type VName _	Add to Favorites
Taxonomy		×
Location	✓	

B) Service Provider Information (required) (Rendering Provider)

- Select the <u>Check Box</u>, if you are the rendering provider
- Or if a new rendering provider, use the <u>Magnifier Search Icon</u> to locate the provider Note: when provider is selected, make sure the taxonomy box populates. If not, try selecting the provider again
 - Use the drop down box to select the Location from the list below
 - Mobile Unit
 - Independent Clinic
 - Rural Health Clinic
 - Skilled Nursing Facility
 - Nursing Facility
 - Intermediate Care Facility



C) Attachments (make sure to upload all required documents or PAR will be denied)

• Click on the + sign on the right side of the blue box titled Attachments

Atta	chments	÷	
			1

• Attachment box opens and is ready for uploading required documents

Attachments						
Transmission Method	File	Control #	Action			
E Click to add attachment.						

• Click on the + sign on the left side, next to Click to add attachment

Attachments						
	Transmission Method	File	Control #	Action		
Ξ (Click to collapse.					
	*Transmission EL-Electronic Only ∨ Method					
	*Upload File	Browse				
*	Attachment Type	✓				
	*Description					
	Add Cancel					



- <u>Browse</u> for the attachment to upload. This is where the processor has stored the document on their computer
 - Documents to Upload Should Include:
 - Signed Medical Necessity form with all required legible signature on the same form
 - Invoice with procedure codes and fees
 - Audiogram performed by licensed audiologist
 - Verification of medical health insurance premium for client
 - Health insurance card copy front and back
 - PETI check list form to verify patient lability payment
- Use the drop down arrow to select one of the following <u>Attachment Type</u> options:
 - > AT Purchase Order Attachment (itemized invoice for service/item)
 - ➢ B2 Prescription
 - B3 Physician Order
 - CK Consent Forms (signed medical necessity form)
 - DG Diagnosis Report (audiology/hearing report)
 - 77 Support Data for Verification
- Type in the Description by selecting one of the following options associated with the Attachment Type
 - > AT Itemized invoice for...
 - B2 Vision Prescription
 - B3 Signed Physician's Order
 - CK Medical Necessity form
 - DG Audiology/hearing report
 - 77 Insurance premium data, supporting documents
- <u>Click the ADD Service button on the bottom left of page</u>





• The attachment(s) appear in the light blue line under the table headers. If incorrect, use the <u>Remove Link</u> to remove the attachment and add the correct attachment.

Once A, B and C have been completed the Service Details section is complete.

• Click the ADD SERVICE button on the bottom left of the page

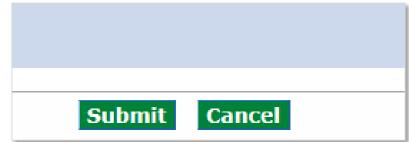
*Description			
Add Cancel			
Add <u>Cancel</u>			
Add Service Cancel Service			

 The Service Details box will change. The service added now appears in the light blue line under the table headers. If incorrect, use the <u>Remove Link</u> to remove the service and add the correct service.

Only one type of service request is permitted per NF PETI Request

 To view information submitted, click the + sign next to the line number. Click the - sign to close it

After all information has been entered into the authorization form, click the **SUBMIT button** on the bottom right. Click **CANCEL** to cancel the authorization request.

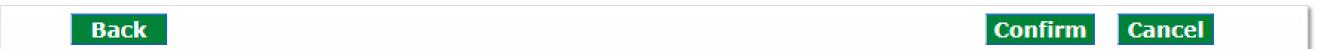




If the Submit button doesn't change to Confirm, error messages will appear in RED somewhere on the page (usually at the top). Work through the errors and click the Submit button again.

If the Submit button changes to Confirm, request is ready for final review by the processor. The displayed page will be a condensed authorization form. Use the + and - signs to open and close the various sections.

Once quality checked by the processor, click the **CONFIRM** button. Use the **BACK** button to make corrections or the **CANCEL** button to cancel the request.



The <u>Authorization Receipt</u> box will appear.

• Make note of the AUTHORIZATION TRACKING NUMBER. This is how you can track the status of the request.

Authorization Receipt

Your Authorization Tracking Number 5170390001 was successfully submitted.



- Click on the PRINT PREVIEW button
 - > This will display the PAR submitted for Department approval/denial
 - > Open all the boxes with + signs to display all the PETI/IME details
 - PRINT this page for your records and for audit purposes. The form and all attachments should be kept for six years.

Click **Print Preview** to view authorization details and receipt. Click **Copy** to copy member data or authorization data. Click **New** to create a new authorization for a different member. **Print Preview Copy New**

The PAR is now in the Pending - State Review status.

Check PAR Status

The processor can view the status of the PAR through the Web portal.

- Click on the Care Management tab from the portal main page
- Click on the View Status Authorization Link.
- On Medical Dental Tab, TYPE in the Authorization Tacking Number
- Click on the "Search "Tab
- Scroll down the page to view the Search Results section, which will display the PAR Status.

Search Results							
Prior Authorization <u>#</u>	Authorization Service Date -	<u>Status</u>	<u>Member</u> <u>Name</u>	Member ID	<u>Authorization</u> <u>Type</u>	<u>Requesting</u> <u>Provider</u>	<u>Servicing</u> <u>Provider</u>



PETI/IME Determination

- The Department's Nursing Facility Operations Specialist or designee will determine if the PETI/IME request meets the requirements necessary to approve the request. The status will change to approved, approved – with revisions or denied. The Online Portal is instantly updated with the determination and a letter is system generated for the next day.
- If PETI/IME request is denied. Review Reason-You may be able to submit a brand new request with corrections or include any missing information. The denied request cannot be re-opened.

Billing Medicaid for PETI/IME

Once the PAR status has been changed to approved or approved
 – with revisions, the nursing facility can bill Medicaid for the
 service or item. Please note that PETI/IME services can only be
 billed on claims that have an accommodation line item revenue
 code and a patient liability amount greater than zero.



43

Questions



Search for Doctors





Search for Doctors, Dentists



Home

COLORADO

Department of Health Care Policy & Financing

For Our Members For Our Providers For Our Stakeholders About Us

For Our Members > Find a Doctor

Search for doctors, dentists,

Find Providers Near Me (find me)

Enter an address, city, or zip

Find Providers By Health Plan

Health First Colorado (Medicaid)

Find Providers By Specialty

Reset

54,852 providers found. 100 shown.

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Find Providers By Name

Find Providers By Type

Any specialty type

Any provider type

Search

Enter a provider name

within 5 miles Vew Patients:

waiver services, & pharmacies:

Print Search Results Jump To Map

Gibson, Robert

Licensed Behavioral Health Clinician — Psychologist, Psychologist - Counseling 11059 E Bethany Dr — Aurora, CO 80014 Phone: <u>303-923-6386</u> — <u>Website</u> — <u>Get Directions</u> Gender: Male — Languages: English — Accepting New Patients: Yes ADA Compliant: Yes

Robles, Bertha

Physician Assistant — Physician Assistant 9720 Grant St — Thornton, CO 80229 Phone: <u>303-756-3499</u> — <u>Website</u> — <u>Get Directions</u> Gender: Female — Languages: English — Accepting New Patients: Yes

Wilson, Abraham

Optometrist — Optometrist, Optometrist - Corneal and Contact Management, Optometrist - Low Vision Rehabilitation, Optometrist - Pediatrics, Optometrist - Sports Vision, Optometrist - Occupational Vision
 2770 Woodgate Rd — Montrose, CO 81401
 Phone: <u>197-024-9233</u> — <u>Get Directions</u>
 Gender: Male — Languages: English, Spanish — Accepting New Patients: Yes
 ADA Compliant: Yes





Where to find the PETI Fee Schedule

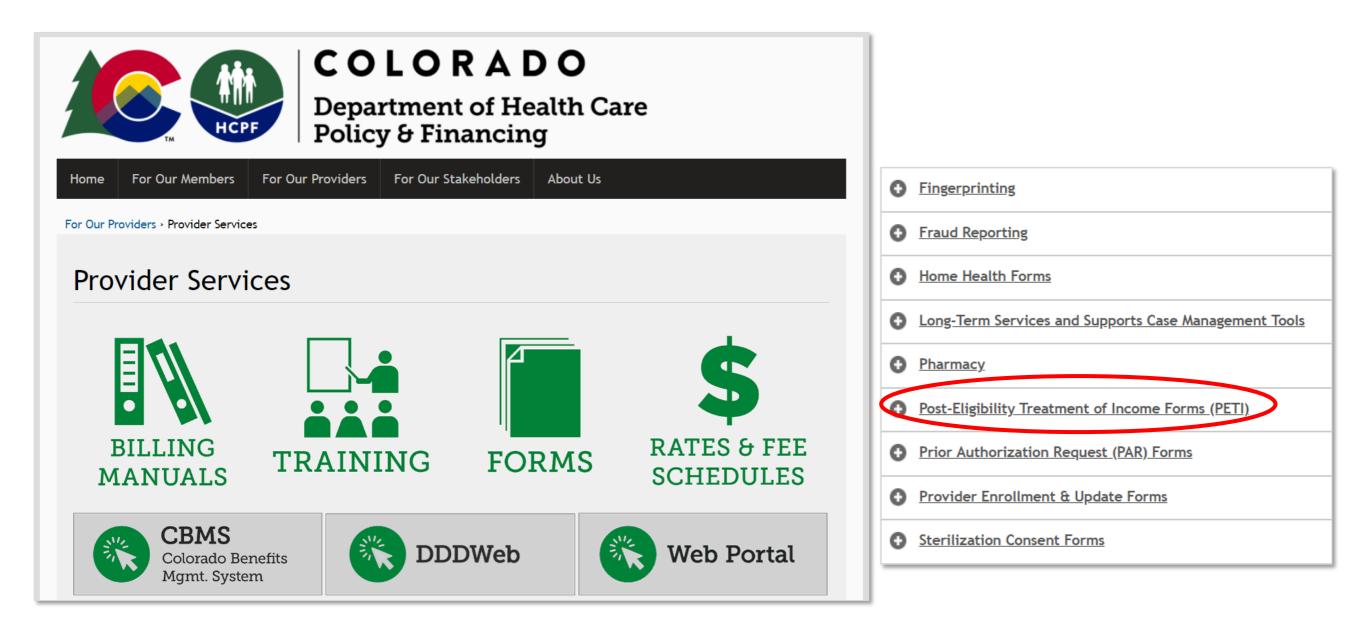
Click: For Our Providers Click: Provider Services (forms, rates billing manuals) Click: Rates & Fee Schedules

COLORADO Department of Health Care Policy & Financing	Provider Rates & Fee Schedule
Home For Our Members For Our Providers For Our Stakeholders About Us	Medicaid Fee Schedules
For Our Providers - Provider Services	Average Acquisition Cost (AAC) Price List
Provider Services	Dental Fee Schedule
	Dialysis Rate Schedule
	HCBS Rate Schedule
BILLING MANUALS TRAINING FORMS RATES & FEE SCHEDULES	Home Health & PDN Rate Schedule
CBMS	Nursing Facility PETI Fee Schedules
Colorado Benefits Mgmt. System	Transportation Rate Schedule



Where to find NF PETI forms

Click: For Our Providers Click: Providers Services (forms, rates,& billing manuals) click: Forms



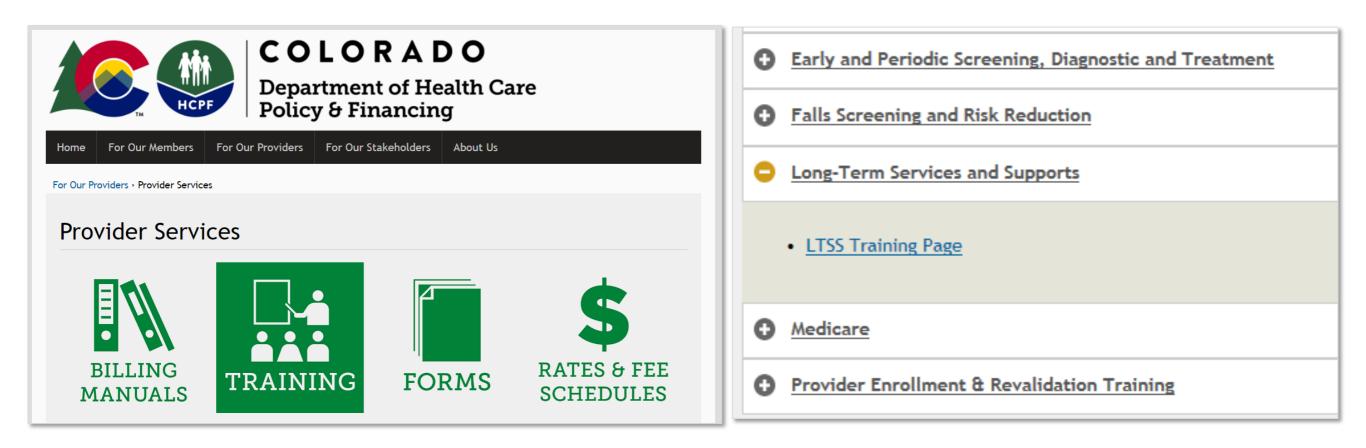


Where to find NF PETI Training

Click: For Our Providers Click: Providers Services Click: Training Click: Long-Term Services and Support

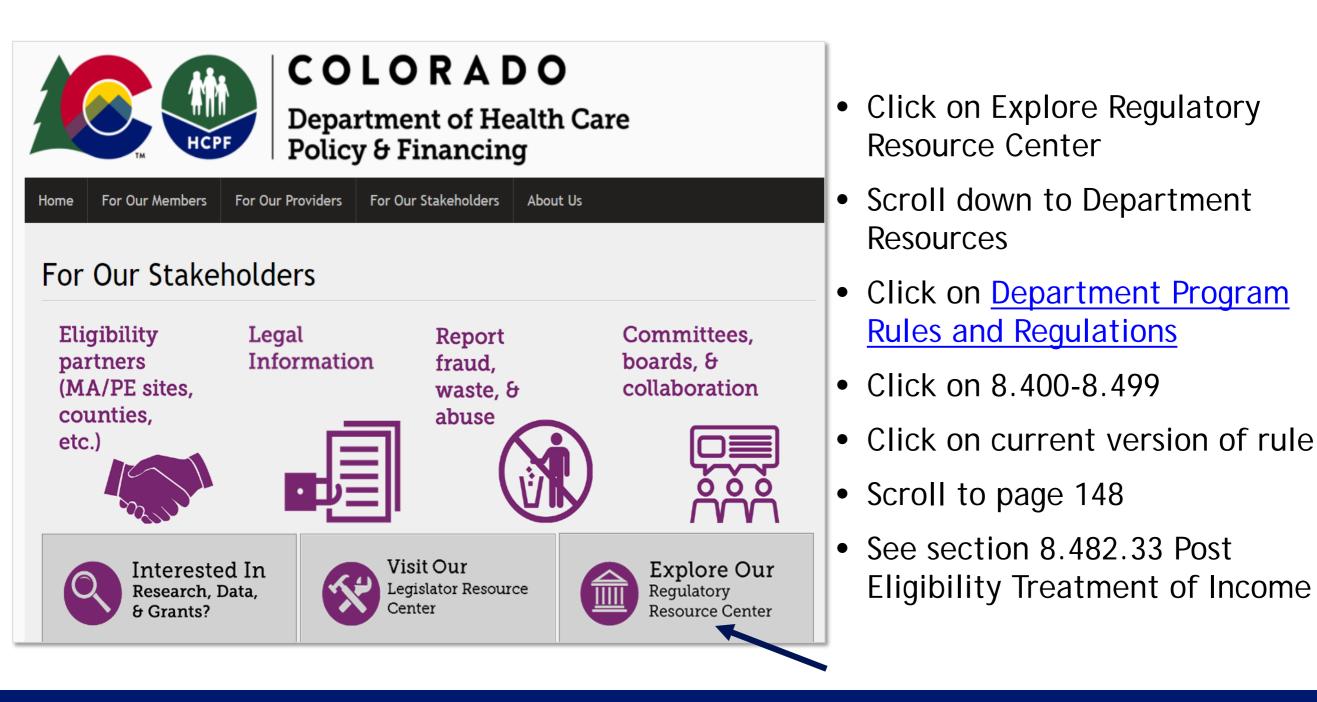
Click: LTSS Training Page Nursing Facility Post Fligibility-Treatment of Income

Click: Nursing Facility Post Eligibility-Treatment of Income (PETI)





Where to find Rule Reference PETI Rule Reference = 10 CCR 2505-10, Section 8.482.33 www.colorado.gov/hcpf - click For Our Stakeholders





Contact Information

Patricia.Arellano@state.co.us

PETI Operations Specialist Department of Health Care Policy & Financing 303-866-4372

Provider Web Portal: <u>www.colorado.gov/hcpf</u> Click on For Our Providers, Click on Web Portal - Log In Provider Services Call Center For Claims Processing, Enrollment Revalidation Information Provider Web Portal Questions or System Issues 1-844-235-2387

