CO CDASS
Powered by PPL

7/1/25 Rate Increase

Case Management Training Guide

PAR Revision and Approval Process (For Non-SLS and SLS Members)
*Any revisions mentioned in this guide refer to rate increase revisions.

01 The Department of Health Care Policy & Financing has informed FMS vendors that Gainwell will have automated functionality to create PAR revisions in the Bridge for the 7/1/2025 rate increase. Case managers don't need to create revisions in the Bridge. Case Managers are responsible for validating that the PAR information in both the Bridge and FMS portal is accurate.

NOTE: During the rate increase process, if an additional PAR revision is required, the PAR would need to be revised after 6/9/2025 or after the rate increase has been applied and the PAR has been approved due to the PPL rate increase script that will run on 6/6/2025.

02 Once the automated revision occurs in the Bridge, PPL staff will review PAR revision data from the Gainwell Provider Portal against PAR revision data in PPL's portal. No steps need to be taken by the case manager in PPL's portal to pre-approve PAR revisions as this will be taken care of by PPL staff.

PPL will run a script in our portal to create PAR revisions for the 7/1/2025 rate increase for all PARs in "**Approved"** status. Any pending revisions for CDASS members must be resolved by Thursday, June 5th to ensure PARs are in "Approved" status when the PPL script runs. The script will run on **Friday, June 6th, 2025**. Having PARs in "Approved" status will ensure PPL can automatically create the revision.

If a PAR is not in "Approved" status when PPL runs the script, then the case manager will need to manually complete the rate increase revision in PPL's portal and go through the normal steps for a PAR revision. If you have any questions on how to complete this revision manually, please get in touch with PPL's Authorization and Eligibility department at pplco@pplfirst.com The rates effective on July 1, 2025, will be applied to revised PARs completed manually after June 6th, 2025.

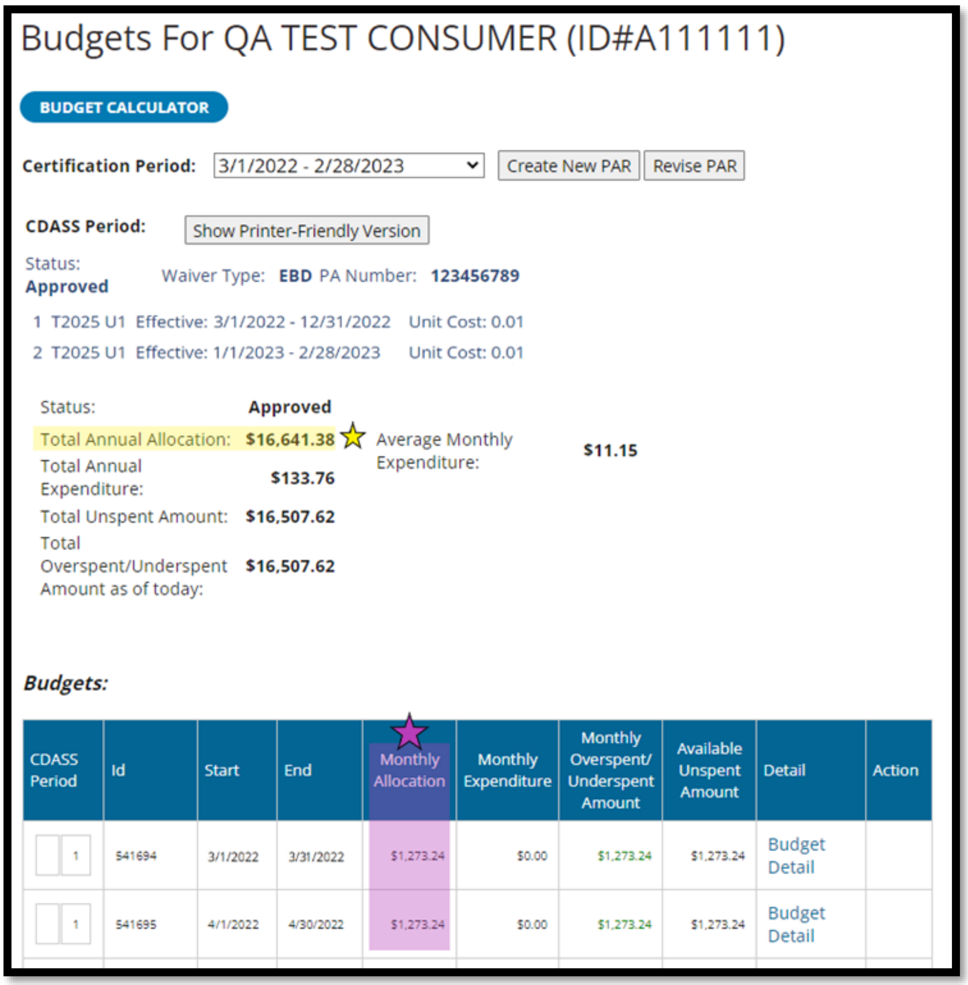
03 How to Pull CDASS Member Allocation amounts in PPL's BetterOnline™ Portal.

1. Login to PPL's BetterOnline™ Web Portal at: https://fms.pplfirst.com.

2. Search for your member under the **“Member Search”** tab.
3. Click **“Authorizations”**

The authorization budget display screen will have the annual (yellow star and highlight) and monthly (purple star and highlight) budget allocation amounts before the rate increase for the 10-day notice letter. When checking for the prior authorization amounts, please select the current **"Certification Period"** in the drop-down box on the authorization page. You can also find this information in the monthly member statements.

NOTE: Please take the monthly allocation from the allocation budget display screen which displays the actual budget amounts.



Budgets For QA TEST CONSUMER (ID#A111111)

BUDGET CALCULATOR

Certification Period: 3/1/2022 - 2/28/2023 | Create New PAR | Revise PAR

CDASS Period: Show Printer-Friendly Version

Status: **Approved** Waiver Type: **EBD** PA Number: **123456789**

1 T2025 U1 Effective: 3/1/2022 - 12/31/2022 Unit Cost: 0.01

2 T2025 U1 Effective: 1/1/2023 - 2/28/2023 Unit Cost: 0.01

Status: **Approved**

Total Annual Allocation: **$16,641.38** Average Monthly Expenditure: **$11.15**

Total Annual Expenditure: **$133.76**

Total Unspent Amount: **$16,507.62**

Total Overspent/Underspent Amount as of today: **$16,507.62**

Budgets:

CDASS Period	Id	Start	End	Monthly Allocation	Monthly Expenditure	Monthly Overspent/ Underspent Amount	Available Unspent Amount	Detail	Action
1	541694	3/1/2022	3/31/2022	$1,273.24	$0.00	$1,273.24	$1,273.24	Budget Detail	
1	541695	4/1/2022	4/30/2022	$1,273.24	$0.00	$1,273.24	$1,273.24	Budget Detail	

04 PPL staff will review PAR revision data from the Gainwell Provider portal against PAR revision data in the PPL portal. No steps need to be taken by the case manager in PPL’s portal to pre-approve PAR revisions as these steps will be taken by PPL staff. This applies to Denver member PARs as well.

You will receive a PAR approval notification email from PPL once we verify our portal matches Gainwell's Provider portal and the new allocation amounts will be available in PPL's Portal.

If the systems do not match, you will receive an email indicating corrections that need to be made to the Bridge and/or PPL's portal for the PAR to be approved. After adjustments have been made, please ensure the PAR is in **"Pre-Approved"** status in PPL's portal by opening/revising the current certification period PAR in "Work In Progress/Pre-Approved" status and selecting the **Pre-Approve** button at the bottom of the page.

NOTE: We will review all PARs within one business day. Depending on volume, the turnaround time may vary. If you have any questions, please email pplco@pplfirst.com.

05 Once the PAR is approved, you will receive an email confirmation from pplco@pplfirst.com. The authorization budget display screen will have the new annual and monthly allocation amounts after the rate increase for the 10-day notice letter.

Please ensure you have selected the current certification period PAR in **"Approved"** status in the drop-down list on the authorizations budget display page for the new monthly and annual allocation amounts.

Please take the monthly allocation from the authorization budget display screen which displays the actual budget amounts.

You have now completed the process for the 7/1/2025 rate increase!