

Entering and Pending for an LTC Level of Care

Overview

This document provides a step-by-step process for entering and pending for a Long-Term Care Level of Care. The steps to take when addressing Level of Care are dependent on if the case needs to be pending for LOC or if the Case Management Agency has provided a Level of Care

Process

- 1) **Login** to CBMS
- 2) Navigate to the Case by entering the Case Number in the **Global Search** bar on the Home Page
- 3) Click on Case Number in the results table to access the **Members** page
- 4) From the Members page, hover over the **Actions** button
- 5) Select **Begin Interactive Interview** to initiate the II queue
- 6) Navigate to the **Long-Term Care Level of Care** tab
- 7) From the **Name** drop-down, select the person requesting Long Term Care

Process for Pending for Level of Care

- 1) Click the **plus (+)** sign in the blue detail header
- 2) Enter the **Effective Begin Date**
 - Refer to Online Help for assistance with which date you should use
- 3) Select *'Undetermined'* from the **Level of Care Type** drop-down menu
- 4) Select *'Pending'* from the **Status** drop-down menu
- 5) Select *'Received'* from the **Verification** drop-down menu
- 6) Select *'Self-Declared'* from the **Source** drop-down menu
- 7) Click **Save**

Note: Be sure to send DSS-1 to the appropriate Case Management Agency right away.

Process for Entering Level of Care

Note: All information is provided on the Level of Care Certification from the Case Management Agency

- 1) Navigate to the **Long-Term Care Level of Care** tab
- 2) Click on the **pencil icon** to edit/add details
- 3) Enter appropriate **Level of Care Type** from the drop-down menu
- 4) Enter the **Start Date** provided on the Level of Care Certification
- 5) Enter the appropriate **Level of Care Decision** from the drop-down menu
- 6) Enter the **Confirmation #**, if provided
- 7) The **CCT Eligible** auto-populates to 'No'
 - If the Level of Care Certificate indicates that the Member is CCT Eligible, update the radio button to 'Yes'
- 8) Select *'Received'* from the **Verification** drop-down menu
- 9) Select *'LOC Certification Page'* from the **Source** drop-down menu



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- If it was for a 30-day stay, select *Hospital Records*

10) Click **Save**

Do you have any questions or suggestions regarding this process? Please contact the SDC via email SOC_StaffDevelopment@state.co.us



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