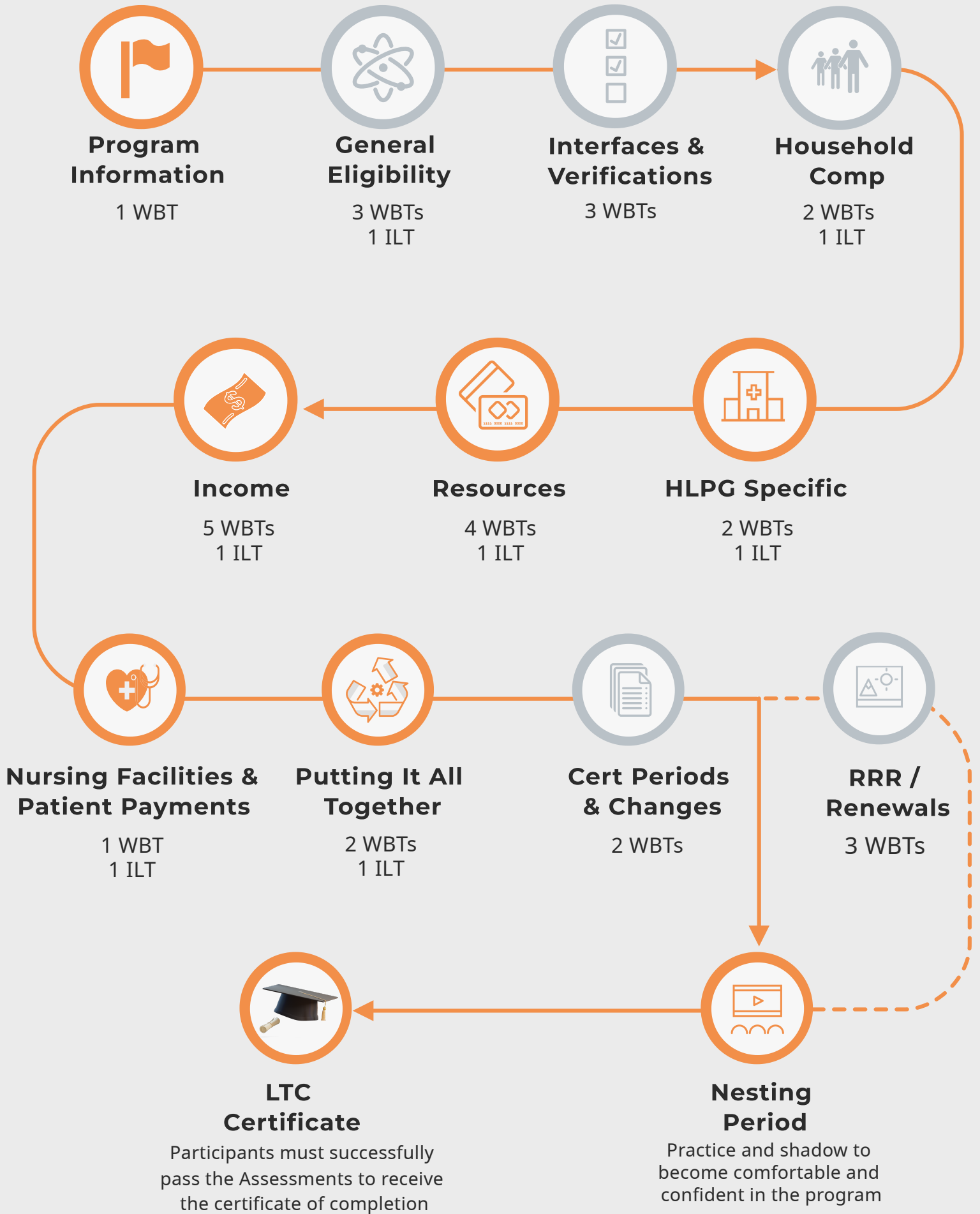




Course Map for Long-Term Care Certificate Plan

* Prerequisites: MAGI Certificate Plan , Non-MAGI Certificate Plan



*Note- Volumes in Grey are required for this Certificate Plan and may have been completed in a previous Certificate Plan



Estimated Total Time to Complete:
~20 hours (WBTs + ILTs)



COLORADO
Healthcare & Economic Security
Staff Development Division

Program Information

For Long-Term Care Certificate Plan



Resources

There are several websites referenced in this volume, as well as where to find/locate information within Rules and Regulations.

Reminders

Remember, anything a participant completes carries over into other certificate plans where applicable. They will not have to repeat any completed training for each plan (unless they want to.)

Overview

This document is the lesson plan for the **Program Information** volume as it relates specifically to the Long-Term Care Certificate Plan. Details provided are what the participant is required to complete in order to successfully move on to their next phase in training. Additionally, seasoned workers may take the WBTs as stand-alone refresher training.

Web-Based Trainings (WBT)

Program Information and Navigating State Resources for Long-Term Care

- Participants will learn how to find and use the resources you need for Long-Term Care (LTC) programs. You will know where to find important information when you need it!

These WBTs are taken at the participant's own pace - estimated to take about 15-20 minutes total time to complete. Keep in mind, the total time to complete is all dependent on the learner.

Instructor-Led Training (ILT)

- No ILT requirement.

General Eligibility

For Long-Term Care Certificate Plan



Resources

Important documents referenced in this volume: (*not limited to*)

- Medicaid Citizenship and Identity Requirements (DRA)
- Citizen/Non-Citizen Desk Aid
- Non-Citizen Flowchart
- Non-Citizens Acceptable Documents and Class Codes
- Guide to Selected U.S. Travel and Identity Documents
- Entering a Non-Citizen Process Manual Process Manual (PM)
- Entering a Sponsor PM
- Entering Residency/Address PM
- Head of Household PM

Reminders

Participants who completed this volume with the MAGI Certificate Plan, will not need to complete it again. However, it will be available to them if they need a refresher.

Overview

This document is the lesson plan for the **General Eligibility** volume as it relates to MAGI, Non-MAGI and Long-Term Care Certificate Plans. Details provided are what the participant is required to complete in order to successfully move on to their next phase in training. Additionally, seasoned workers may take the WBTs as stand-alone refresher training, and/or attend the ILT as a way to gain more data entry practice.

Web-Based Trainings (WBT)

General Eligibility: The Basics

- Explore how to determine if an applicant is potentially eligible for one of the State's public assistance programs.

General Eligibility: Non-Citizens & Sponsors

- Some non-citizens are eligible to receive public assistance benefits. This training will help you understand the rules around this process.

General Eligibility for Medical Assistance

- Correctly assess Citizenship, Identity, and Residency as it relates to the Medical Assistance programs, and acceptable documents to verify them.

These WBTs are taken at the participant's own pace - estimated to take about an hour total time to complete. Keep in mind, the total time to complete is all dependent on the learner.

****Note- This Volume may have already been completed during the MAGI Certificate Plan****

Instructor-Led Training (ILT)

Once the WBTs are complete, the participants will then move to the instructor-led component. This course is titled **General Eligibility Medical Assistance** and may have been completed during MAGI Certificate Plan. During the ILT, participants will have hands-on data entry practice in CBMS through multiple scenarios, and will:

1. Demonstrate the ability to data enter Social Security information in CBMS
2. Recognize who qualifies as a US citizen for public assistance purposes
3. Demonstrate the ability to data enter identification information in CBMS
4. Demonstrate the ability to data enter residency information in CBMS

Note: This Volume may have already been completed during the MAGI Certificate Plan

Interfaces & Verifications

For Long-Term Care Certificate Plan



Resources

Important documents referenced in this volume: *(not limited to)*

- NDNH - Action Guide
- DRS IPV - Action Guide
- CLDE MyUI - Action Guide
- SSA Incarceration - Action Guide
- SVES - Action Guide
- Entering and Curing Non-Compliance
- Completing Rescind or Reinstate Function in CBMS
- IEVS research Flow Chart Desk Aid

Reminders

Participants who completed this volume with the MAGI Certificate Plan, will not need to complete it again. However, it will be available to them if they need a refresher.

Overview

This document is the lesson plan for the **Interfaces and Verifications** volume as it relates to all HLPG Certificate Plans. Details provided are what the participant is required to complete in order to successfully move on to their next phase in training. Additionally, seasoned workers may take the WBTs as stand-alone refresher training, and/or attend the ILT as a way to gain more data entry practice.

Web-Based Trainings (WBT)

Verifications

- Identify the types of verifications, how they are used, and how to act on them.

Interfaces

- Identify the functions of both internal and external Interfaces and when to engage with them in CBMS.

CBMS MA Equifax Data via Federal Hub

- Workers will learn about the Federal Data Services Hub (FDSH) and Equifax interfaces used specifically for Medical Assistance programs.

These WBTs are taken at the participant's own pace - estimated to take about an hour total time to complete.

****Note- This Volume may have already been completed during the MAGI Certificate Plan****

Instructor-Led Training (ILT)

- No ILT requirement.

Household Composition

For Long-Term Care Certificate Plan



Resources

Important documents referenced in this volume: *(not limited to)*

- HH Comp LTC Desk Aid

Reminders

Participants who completed this volume with the Non-MAGI Certificate Plan will not need to complete it again. However, it will be available to them if they need a refresher.

Overview

This document is the lesson plan for the **Household Composition** volume as it relates specifically to the Non-MAGI and Long-Term Care Certificate Plans. Details provided are what the participant is required to complete in order to successfully move on to their next phase in training. Additionally, seasoned workers may take the WBTs as stand-alone refresher training, and/or attend the ILT as a way to gain more data entry practice.

Web-Based Trainings (WBT)

Participants should have already completed other WBTs in the MAGI and Non-MAGI Certificate Plans. Refer to the MAGI Certificate Plan Course Summary and the Non-MAGI Certificate Plan Course Summary for those details. The following WBTs specifically for Long-Term Care are:

Household Composition: Non-MAGI / Long-Term Care

- Participants will learn how Household Composition is determined for Non-MAGI and LTC programs. Even though Household Composition is not complex for these programs, it is important to know how it applies.

This WBT is taken at the participant's own pace - estimated to take about 20 minutes total time to complete.

****Note: This Volume may have already been completed during the Non-MAGI Certificate Plan****

Instructor-Led Training (ILT)

Once the WBTs are complete, the participants will then move to the instructor-led component. This course is titled **Household Composition Non-MAGI & LTC**, and may have been completed during Non-MAGI Certificate Plan. During the ILT, participants will have hands-on data entry practice in CBMS through multiple scenarios, and will:

1. Determine Household Composition for Non-MAGI and Long-Term Care
2. Demonstrate accurate Household Composition data entry in CBMS for Non-MAGI

This ILT component will take approximately 1 hour and is facilitated by an SDD Certified Trainer.

****Note: This Volume may have already been completed during the Non-MAGI Certificate Plan****

H LPG Specific

For Long-Term Care Certificate Plan



Resources

Important documents to reference in this series include but are not limited to:

- LTC Spousal Allowance Worksheet
- Entering Long Term Care Institution Process Manual (PM)
- Entering LTC Level of Care PM

Reminders

Remember, anything a participant completes carries over into other certificate plans where applicable. They will not have to repeat any training for each plan (unless they want to.)

Overview

This document is the lesson plan for the **High Level Program Group (H LPG) Specific** volume as it relates to the Long-Term Care Certificate Plan. Details provided are what the participant is required to complete in order to successfully move on to their next phase in training. Additionally, seasoned workers may take the WBTs as stand-alone refresher training, and/or attend the ILT as a way to gain more data entry practice.

Web-Based Trainings (WBT)

Long-Term Care Categories and Special Circumstances

- This course will cover the different Long-Term Care Categories and review the different eligibility criteria, what each category covers, as well as any data entry that applies specifically to certain programs

Health First Colorado Buy-In

- This training will provide information regarding the Medicaid Buy-In programs for Working Adults with Disabilities (WAWD) and Children with Disabilities (CBwD), which allow access to State Plan Medicaid by paying a premium. The premium is based on their earned and unearned income without considering resources and comes with the choice to opt-out.

These WBTs are taken at the participant's own pace - estimated to take about 40 minutes total time to complete.

Instructor-Led Training (ILT)

Once the WBTs are complete, the participants will then move to the instructor-led component. This course is titled **H LPG Specific Long-Term Care**. During the ILT, participants will have hands-on data entry practice in CBMS through multiple scenarios, and will:

1. Recall key case information that impacts LTC eligibility
2. Demonstrate data entry of LTC Level Of Care based on scenarios
3. Demonstrate data entry of LTC Institution based on scenarios
4. Demonstrate calculation of a Spousal Allowance for Community Spouse

This ILT component will take approximately 2 hours and is facilitated by an SDD Certified Trainer.

Resources

For Long-Term Care Certificate Plan



Resources

Important documents to reference in this series include but are not limited to:

- Non-MAGI-LTC Income and Resources Desk Aid
- Countable and Exempt Resources Desk Aid
- Attributes for LTC Desk Aid
- Entering a Liquid Asset Process Manual (PM)
- Entering Attributes PM
- Disposing of a Resource PM
- Adjusting or Reversing Period of Ineligibility
- Entering a Trust Resource PM
- LTC Annuities Flow Chart

Reminders

Remember, anything a participant completes carries over into other certificate plans where applicable. They will not have to repeat any completed training for each plan, unless they want to.

Overview

This document is the lesson plan for the **Resources** volume as it relates to the Long-Term Care Certificate Plan. Details provided are what the participant is required to complete in order to successfully move on to their next phase in training. Additionally, seasoned workers may take the WBTs as stand-alone refresher training, and/or attend the ILT as a way to gain more data entry practice.

Web-Based Trainings (WBT)

Participants should have already completed other WBTs in the Non-MAGI Certificate Plan. Refer to the Non-MAGI Certificate Plan Course Summary for those details. In addition to the WBTs completed in the Non-MAGI Certificate Plan, the following WBTs specifically for Long-Term Care are:

Trusts

- Participants will learn how Trusts affect different programs, identify how income trusts are established and assessed for Long-Term Care, and identify the data entry processes needed.

Resource Considerations for Long-Term Care

- Participants will learn how resources are considered for LTC members, the different resource limits applied, depending on the member's situation and Transfers without Fair Consideration for LTC

This WBT is taken at the participant's own pace - estimated to take about 1 hour to complete.

Instructor-Led Training (ILT)

Once the WBTs are complete, the participants will then move to the instructor-led component. This course is titled **Long-Term Care Resources**. During the ILT, participants will have hands-on data entry practice in CBMS through multiple scenarios, and will:

1. Identify Resource limits for different LTC situations
2. Demonstrate the ability to data enter information for determining Resource Limits
3. Demonstrate the ability to data enter different Resources
4. Demonstrate the ability to Dispose of Resources and determine Periods of Ineligibility
5. Review Wrap Up to ensure accurate data entry

This ILT component will take approximately 3 hours and is facilitated by an SDD Certified Trainer.

Income

For Long-Term Care Certificate Plan



Resources

Important documents to reference in this series include but are not limited to:

- Non-MAGI-LTC Income and Resources Desk Aid
- Countable And Exempt Income
- Pending and Entering Income Trust Process Manual (PM)

Reminders

Remember, anything a participant completes carries over into other certificate plans where applicable. They will not have to repeat any training for each plan (unless they want to.)

Overview

This document is the lesson plan for the **Income** volume as it relates to the Long-Term Care Certificate Plan. Details provided are what the participant is required to complete in order to successfully move on to their next phase in training. Additionally, seasoned workers may take the WBTs as stand-alone refresher training, and/or attend the ILT as a way to gain more data entry practice.

Web-Based Trainings (WBT)

Participants should have already completed other WBTs in the MAGI and the Non-MAGI Certificate Plans. Refer to the MAGI and Non-MAGI Course Summaries for those details. In addition to the WBTs completed in the MAGI and Non-MAGI Certificate Plan, the following WBTs specifically for Long-Term Care are:

Income Considerations: Long-Term Care

- This training is intended to be an explanation of how CBMS considers income for Long-Term Care and any additional data entry requirements not already trained in Income Basics.

This WBT is taken at the participant's own pace - estimated to take about 20 minutes total time to complete.

Instructor-Led Training (ILT)

Once the WBTs are complete, the participants will then move to the instructor-led component. This course is titled **Long-Term Care Income**. During the ILT, participants will have hands-on data entry practice in CBMS through multiple scenarios, and will:

1. Utilize CBMS to practice data entry of Income
2. Recall income limits for LTC
3. Demonstrate the process of pending for and entering Income Trusts

This ILT component will take approximately 2 hours and is facilitated by an SDD Certified Trainer.

Nursing Facilities & Patient Payments

For Long-Term Care Certificate Plan



Resources

Important documents to reference in this series include but are not limited to:

- LTC Spousal Allowance Worksheet
- 5615 Form
- Medicare Days Desk Aid

Reminders

Remember, anything a participant completes carries over into other certificate plans where applicable. They will not have to repeat any training for each plan unless they want to.

Overview

This document is the lesson plan for the **Nursing Facilities and Patient Payments** volume as it relates to the Long-Term Care Certificate Plan. Details provided are what the participant is required to complete in order to successfully move on to their next phase in training. Additionally, seasoned workers may take the WBTs as stand-alone refresher training, and/or attend the ILT as a way to gain more data entry practice.

Web-Based Trainings (WBT)

Nursing Facilities, Patient Payments, and the 5615

- This course provides an overview of 5615 forms and how to calculate a Patient Payment. Participants will identify the purpose of the 5615 in LTC, calculate a patient payment using a 5615 for a LTC recipient, and analyze Long-Term Care scenarios to complete 5615s, and the process for sending 5615s to HCPF and the Nursing Facility.

This WBT is taken at the participant's own pace - estimated to take about 30 minutes total time to complete.

Instructor-Led Training (ILT)

Once the WBTs are complete, the participants will then move to the instructor-led component. This course is titled **Nursing Facilities, Patient Payments, and the 5615**. During the ILT, participants will have hands-on practice, and will:

1. Demonstrate the ability to accurately complete 5615 forms for several different scenarios

This ILT component will take approximately 2-3 hours and is facilitated by an SDD Certified Trainer.

Putting It All Together

For Long-Term Care Certificate Plan



Resources

- There are multiple desk aids that can be referenced in this volume.
- Refer to TrainColorado for the most current version.

Reminders

Participants who completed this volume with the MAGI Certificate Plan, will not need to complete it again. However, it will be available to them if they need a refresher.

Overview

This document is the lesson plan for the **Putting It All Together** volume as it relates to the Long-Term Care Certificate Plan. Details provided are what the participant is required to complete in order to successfully move on to their next phase in training. Additionally, seasoned workers may take the WBTs as stand-alone refresher training, and/or attend the ILT as a way to gain more data entry practice.

Web-Based Trainings (WBT)

Participants should have already completed other WBTs in the MAGI Certificate Plan. Refer to the MAGI Certificate Plan Course Summary for those details. There are no additional WBTs specific to Long-Term Care; users will just need to attend the Instructor-Led session for scenario based, hands-on practice.

Instructor-Led Training (ILT)

Once all Volumes in the Long-Term Care Certificate Plan are complete, participants will then move to the final instructor-led component. This course is titled **Putting It All Together Long-Term Care**. During the ILT, participants will have hands-on data entry practice in CBMS through multiple scenarios, and will:

1. Analyze and data enter multiple realistic scenarios in CBMS_TRN using applications and verifications
2. Practice data entry from start to finish with over the shoulder support, using critical thinking skills to ensure accurate eligibility determination

This ILT component will take approximately 4-6 hours and is facilitated by an SDD Certified Trainer.

Cert Periods / Changes

For Long-Term Care Certificate Plan



Resources

There are several desk aids and process manuals associated with this program. Make sure you refer to TrainColorado.com for the most current versions.

Reminders

Participants who completed this volume with the MAGI Certificate Plan, will not need to complete it again. However, it will be available to them if they need a refresher.

Overview

This document is the lesson plan for the **Certification Periods & Changes** volume as it relates to MAGI, Non-MAGI and Long-Term Care Certificate Plans. Details provided are what the participant is required to complete in order to successfully move on to their next phase in training. Additionally, seasoned workers may take the WBTs as stand-alone refresher training, and/or attend the ILT as a way to gain more data entry practice.

Web-Based Trainings (WBT)

Certification Periods and Changes: The Basics

- This training will provide general information about Certification Periods for Public Assistance programs, as well as specific information as it relates to the various program areas and their Certification Periods.

Certification Periods and Changes: Medical Assistance (MA)

- This training provides information specific to the reporting of changes for the Medical Assistance program, including the changes that need to be reported by members.

These WBTs are taken at the participant's own pace - estimated to take about 30 minutes total time to complete.

****Note- This Volume may have already been completed during the MAGI Certificate Plan****

Instructor-Led Training (ILT)

- No ILT requirement.

RRR / Renewals

For Long-Term Care Certificate Plan



Resources

Important documents referenced in this volume: *(not limited to)*

- Acceptable Forms for RRR/Renewal Desk Aid
- MA Processing Information Desk Aid
- Income Trust Ledger

Reminders

Participants who completed this volume with the MAGI Certificate Plan, will not need to complete it again. However, it will be available to them if they need a refresher.

Overview

This document is the lesson plan for the RRR/Renewals volume as it relates specifically to Medical Assistance programs. Details provided are what the participant is required to complete in order to successfully move on to their next phase in training. Additionally, seasoned workers may take the WBTs as stand-alone refresher training.

Web-Based Trainings (WBT)

RRR/Renewal Basics

- This training will provide general information about RRR/Renewals for all Public Assistance programs.

LTC Renewal/RRR Part 1

- This training will provide information specific to the Renewal and Ex-Parte process for Long-Term Care.

LTC Renewal/RRR Part 2

- This training will provide information specific to the Renewal process for Long-Term Care, including Financial, Disability, Level Of Care, Income Trusts, and the 5615 actions needed prior to establishing a new certification period

These WBTs are taken at the participant's own pace - estimated to take about 45 minutes total time to complete.

Note: Some items in this Volume may have already been completed during the MAGI Certificate Plan.*

Instructor-Led Training (ILT)

- No ILT requirement.

Nesting Period

For Long-Term Care Certificate Plan



Resources

- [Printable Nesting Checklist](#)
- SDD Created Practice Scenarios

If your site would like assistance in creating a nesting plan that works for you, please email us at:
SOC_StaffDevelopment@state.co.us

We would be happy to work with you and help you create a plan.

Reminders

Participants do not have to complete/pass their assessment before moving on to their next Certificate Plan, however it is strongly recommended that they do participate in a nesting period to become comfortable and confident in the information they have learned so far.

Nesting Recommendation

The SDD strongly recommends a nesting period of 1-2 weeks in between each High-Level Program Group Certificate Plan. Nesting allows time for the participant to get comfortable with the information they learned in class, practice in a safe environment, and understand one program at a time to build on their knowledge. Providing support after the training is key to success.

Nesting Checklist

Use this checklist as a guide to help participants be successful in their new role. It is important to provide as much support and guidance as possible.

- Complete Curriculum (WBTs and ILTs)
- Shadow Experienced Workers
- Practice Cases in CBMS TRN environment
 - 1-3 practice cases
 - Practice cases may be done with over-the-shoulder support or independently with walk-through case reviews, guiding the worker to the correct data entry/outcome and providing resources to find answers to questions
- Live Cases in CBMS PRD environment with 100% Supervisory Authorization
 - Worker will work with over-the-shoulder support, utilizing available resources to process cases with the help from a lead/supervisor/trainer to completion
 - Intake (1-3 cases),
 - Ongoing/Changes (1-3 cases),
 - Ongoing/RRR (1-3 cases)
- **Final Long-Term Care Assessments**
- Live cases independently, 100% Supervisory Authorization
 - Worker will process cases independently, utilizing all available resources to completion with required Supervisory Authorization. Submit case review and Lead/Sup/Trainer will provide feedback
 - Complete minimum of 5 LTC cases
- Remain on 100%, 75%, 50%, or 25% Supervisory Authorization/Case review as deemed by mentor/lead

LTC Assessment

For Long-Term Care Certificate Plan



Resources

- TrainColorado.com
- CoLearn
- Rules & Regulations

You are able to go back and review any WBTs or desk aids that you feel would help you.

This is "open book" - please use your notes, desk aids, or any other tools you have to complete the assessment.

Please email the SDD if you have any questions or experience any issues accessing your assessment.

Reminders

The Long-Term Care Assessment has 2 components. Both must be completed successfully to receive a Certificate.

Long-Term Care Assessment & Certificate

Each of the High Level Program Groups' (HLPGs) plans has an accompanying Assessment(s). These Assessments gauge your learning by presenting you with a scenario similar to those you will encounter in live cases. In order to be successful with the Assessment(s), you will need to apply both your knowledge of policy and your CBMS Data-Entry skills. Assessment(s) must be completed in order to complete your training plan and access the accompanying Certificate. You need this certificate in order to gain the proper profile and access in CBMS.

In order to access your HLPG's Assessment(s), login to your COLearn profile and access the Assessment(s) from your training plan. There you will find directions for uploading your completed case(s) when finished. The scenarios will be provided on a Single Purpose Application (SPA) and will contain mock verifications. As a participant, you will follow the directions laid out in both COLearn and the first few pages of the Assessment. ***Please read these directions carefully*** as they will contain vital information, including guidance regarding interfaces, verifications, and application dates.

While the time it takes to complete an Assessment varies from participant to participant, a good general rule is to set aside four hours. This time will include reading through the case directions, familiarizing yourself with the scenario, reviewing wrap-up results and making corrections where necessary, and uploading information regarding your final results to COLearn.

By default, there are two attempts allowed for a participant to complete their Assessment(s). In the event a participant does not pass the Assessment(s) after two attempts, next steps will be discussed with their leadership.

The Assessments ***must be completed in either the CBMS TRN or UPA*** environments. Exercise extreme caution when starting data-entry to ensure Assessment information is not being entered into Production CBMS as this could have serious real-world consequences. Make sure when reviewing the scenario you take extra time to review the descriptions and verifications that accompany the SPA, as well as thoroughly reviewing the application itself.