



# MMES USER GUIDE FOR CASE MANAGERS

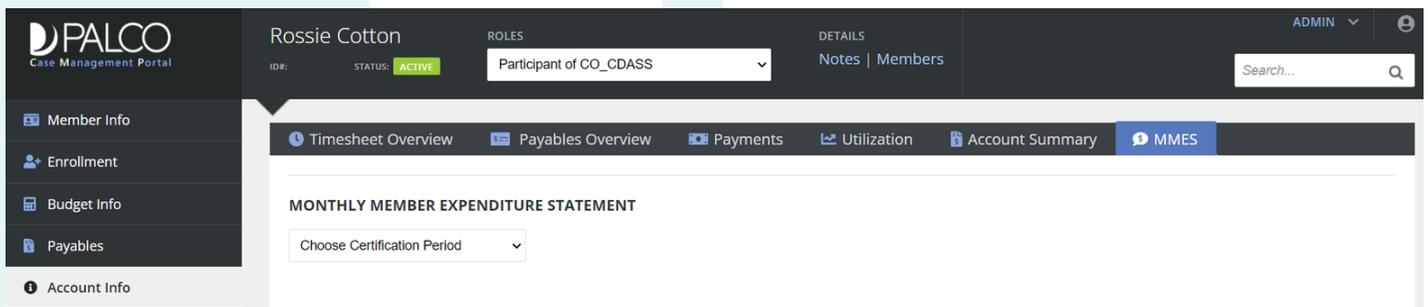
## Monthly Member Expenditure Statement (MMES)

All CDASS members receive an MMES report each month that provides a breakdown of spending and details their CDASS budget reserves. Furnishing the MMES is a contractual obligation and is critical to providing the Member/Employer with visibility of the spending and budget reserves. The Member/Employer must review for accuracy and is responsible for their allocation management. Palco’s MMES is available to Employers via Connect and to Case Managers via CMP. Training materials for Employers are available on our website. The MMES will be available 24/7 and will display the previous month’s data by the 15th of each month. Data shown will always be reflective of only the services processed and paid. Case Managers will be able to view the MMES via CMP and will not be emailed a copy effective January 2023.

Budgets for Colorado are an annual budget (typically 12 months) that is distributed equally across the number of months in the certification period, creating a monthly budget. Any money not used within the month can be utilized in a future month as long as it falls within the certification period and follows the parameters of the CDASS Overspending Protocol – this is commonly referred to as **reserves**. Any money not used by the end of the certification period is returned to Medicaid.

## Using CMP to view the MMES - Professional Users

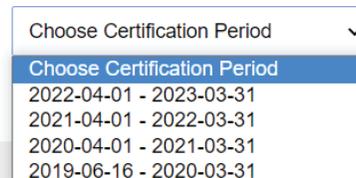
1. After searching for a participant in CMP, the user can navigate to the MMES by selecting the “Account Info” tab and then selecting the “MMES” subtab.



2. The user will then select the Certification Period from the drop-down box.

3. Once the user has selected the certification period, they will be able to view the MMES Statement. Detailed Spending can be filtered by Month and Account Group (CDASS, SLS, or SLS HMA).

### MONTHLY MEMBER EXPENDITURE STATEMENT



2022-04-01 - 2023-03-31

A

|                            |                         |
|----------------------------|-------------------------|
| Name:                      | Rossie Cotton           |
| Medicaid ID:               |                         |
| Certification Period:      | 2022-04-01 - 2023-03-31 |
| Authorized Representative: | Rossie Cotton           |

B

#### Spending Summary

| Account Group | Allocation  | Expenditures | Hours    | Balance     |
|---------------|-------------|--------------|----------|-------------|
| CDASS         | \$72,098.97 | \$42,432.29  | 2,095.75 | \$29,666.68 |

#### Attendant Pay

| Attendant Name   | Relationship To Participant | Hours/Month | Employee Hourly Wage |
|------------------|-----------------------------|-------------|----------------------|
| Rossie Cotton    |                             | 0.00        | \$0.00               |
| Name L Lastname  | Other Non-relative          | 0.00        | \$0.00               |
| Isildur Celeborn | Spouse                      | 111.68      | \$12.00              |
| Name L Lastname  | Other Non-relative          | 62.95       | \$12.00              |

A

This section provides key details about the member and their budget date span.

B

This section provides totals such as the total allocation (annual budget amount), expenditures to date (dollars and hours) and the total remaining for the year.

C

This section provides an overview of each attendant, their relationship to the participant, how many hours they worked during the month and their hourly wage. (average across all services)



## Quick Tip:

Should you need to print the MMES or save it as a PDF to your computer, follow these instructions.

Once you have chosen the certification period, the option to Download/Print will appear. Click the button to save a copy for your records!

DOWNLOAD/PRINT

### Detailed Spending

Filter By Account Group ▾

| Month        | Account Group | Allocation         | Expenditures       | Employer Costs Withheld | Balance            | Percent Utilized |
|--------------|---------------|--------------------|--------------------|-------------------------|--------------------|------------------|
| Apr 2022     | CDASS         | \$5,893.53         | \$5,432.81         | \$262.40                | \$460.71           | 92.18%           |
| May 2022     | CDASS         | \$5,893.53         | \$5,389.95         | \$260.33                | \$503.57           | 91.46%           |
| Jun 2022     | CDASS         | \$5,893.53         | \$5,375.99         | \$259.66                | \$517.54           | 91.22%           |
| Jul 2022     | CDASS         | \$6,013.49         | \$5,562.94         | \$268.69                | \$450.55           | 92.51%           |
| Aug 2022     | CDASS         | \$6,013.49         | \$5,337.76         | \$257.81                | \$675.72           | 88.76%           |
| Sep 2022     | CDASS         | \$6,013.49         | \$4,794.57         | \$231.58                | \$1,218.92         | 79.73%           |
| Oct 2022     | CDASS         | \$6,013.49         | \$5,334.46         | \$257.65                | \$679.02           | 88.71%           |
| Nov 2022     | CDASS         | \$6,013.49         | \$5,203.81         | \$251.34                | \$809.67           | 86.54%           |
| Dec 2022     | CDASS         | \$6,013.49         | \$5,295.02         | \$255.75                | \$718.46           | 88.05%           |
| Jan 2023     | CDASS         | \$6,112.48         | \$5,099.69         | \$290.17                | \$1,012.79         | 83.43%           |
| Feb 2023     | CDASS         | \$6,112.48         | \$4,844.31         | \$275.64                | \$1,268.16         | 79.25%           |
| Mar 2023     | CDASS         | \$6,112.48         | \$0.00             | \$0.00                  | \$6,112.48         | 0.00%            |
| <b>TOTAL</b> |               | <b>\$72,098.96</b> | <b>\$57,671.31</b> |                         | <b>\$14,427.65</b> |                  |



"Month" indicates the specific month the spending correlates to.



"Account Group" will identify the specific budget the spending is from. SLS waiver participants will see a specific HMA budget if applicable.



"Allocation" provides the total monthly funds that were available that month.



"Expenditures" shows the total amount spent that month. Only fully processed/paid timesheets will display.



"Employer Costs Withheld" displays the employer taxes that were collected for the month. This amount is already reflected in the total displayed in the "Expenditures" column.



"Balance" displays the total funds left at the end of the month. This money becomes the members' "reserve funds," which can be used in a future month during the same certification period, with Case Manager approval. If overspending occurred, a negative number will display.



"Percent Utilized" provides the percentage of the total monthly budget that was used for tracking in accordance with the overspending protocol.

The MMES is available to the employer in Connect and provides key details for the Member/AR to monitor and track the spending that occurs during their certification period. To access it, the employer should navigate to "Spending" from the top tool bar and click on "MMES."