



Operational Memo

Office: Health Information Office	Number: HIO-2017-01
Program Area: Long Term Care	Issue Date: 1/2/2018
Title: Asset Verification Program (AVP) Responses - Email Notification Opt-In	Office Director: Chris Underwood
Memo Type: Operational	Expiry Date: n/a
Pertinent State/Federal Statute or Rule: 42 U.S.C § 1396w; 10 CCR 2505-10 § 8.100.5.B.1.e	Effective Date: December 2017
Outcome: Notifications regarding Asset Verification Program	Key Words: Asset Verification Program, AVP, Long Term Care, Long Term Services and Supports, LTSS

Intended Recipients:

All eligibility sites

Purpose:

The purpose of this memo is to provide instructions on how to opt-in to email notifications for the upcoming Asset Verification Program (AVP). Opting-in to receiving AVP email notifications will help users to better utilize the information returned by this electronic verification source.

Action:

For the County Security Administrator:

- From the Security Folder in CBMS, navigate to the Office Profile screen
- Under Office Detail on the Office Profile screen, a new section at the bottom of the page will be found, titled "AVP Email Notification"
- "AVP Email Notification" section will have two radio options for the administrator to select: 'Opt In' or 'Opt Out'
 - 'Opt Out' is the defaulted value



- Select the 'Opt In' radio button and Save the page
- Security Administrators should continuously verify that e-mail addresses are correct so that AVP notifications are received.

Background:

Opting in to receive the AVP email notifications will inform the caseworker that the AVP has received liquid asset information related to a CBMS case. It serves as a reminder for the caseworker to go back into the case and review the AVP response and take action on the response if required.

Contact:

For questions, contact the Medicaid Eligibility Inbox Medicaid.Eligibility@state.co.us

