

# Your Path to Case Management Services at RMHS

From referral to ongoing support—here's what to expect along the way.

## Intake Phase



### 1 Submit a Referral & Complete Options Counseling

Submit a referral through the RMHS website. We'll contact you within two business days to discuss service options and provide the Professional Medical Information Page (PMIP), which must be signed by a medical provider within 30 days.

→ Use [this guide](#) for support.

🕒 ~2 days

### 2 Request Developmental Disability Determination

If you are seeking services specific to an I/DD, an intake case manager will support you in requesting a DD Determination.

→ Use [this guide](#) for support.

🕒 ~90 days

### 3 Submit PMIP Form

As mentioned in Step 1, a licensed medical provider must complete and sign the Professional Medical Information Page (PMIP). Then, you'll submit it to your intake case manager.

→ Use [this guide](#) for support.

🕒 ~30 days

### 4 Apply for Medicaid

If you're not already enrolled, apply through your county or online at [Colorado PEAK](#).

→ Use [this guide](#) for support.

🕒 ~90 days

### 5 Complete Level of Care Assessment (100.2)

Your intake case manager will schedule this assessment within 10 days of receiving your PMIP to better understand your support needs.

🕒 ~10 days

**NOTE: Steps 2-5 can occur concurrently. Step 2 may not apply to all.**

## Enrollment Phase



### 6 Medicaid County Approval & Case Manager Assignment

Once your Medicaid eligibility is approved through your county, you'll be assigned an ongoing case manager.

🕒 up to 90 days

### 7 Choose Service Providers

Within one week of your Medicaid approval, your case manager will help you review service provider options and make selections.

🕒 ~1 week

## Ongoing Phase



### 8 Ongoing Case Management

You'll meet with your case manager quarterly to review and adjust services. You'll also have an annual assessment to renew services.

🕒 ongoing

## Need help along the way?



Your case manager is your main point of contact throughout the process. To view case manager contact information, visit [this page](#).

For additional support with referrals and enrollment, visit [this page](#).

## RMHS

[rmhumanservices.org/departments/case-management-services/](https://rmhumanservices.org/departments/case-management-services/)

CMA Contact Center: 844.790.7647

[CMAQuestions@rmhumanservices.org](mailto:CMAQuestions@rmhumanservices.org)