



OPERATIONAL MEMO

TITLE:	WAITING LIST MANAGEMENT CHANGES FOR THE HCBS-DD WAIVER
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EFFECTIVE DATE:	JULY 1, 2020
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Purpose and Audience:

This operational memo details changes to the way the Department of Health Care Policy and Financing (Department) will authorize enrollments into the Home and Community Based Services for Persons with Developmental Disabilities (HCBS-DD) waiver from the waiting list when one time appropriations are made by the Colorado General Assembly for enrollment authorizations.

The audience for this memo is case management agencies (CMA), Community Centered Boards (CCB). The Department strongly encourages CMAs and CCBs to reach out directly to Individuals with Intellectual and Developmental Disabilities (I/DD), their families, advocates and any community member interested in the HCBS-DD waiver waiting list to explain how these changes may impact their ability to access services and supports in the HCBS-DD waiver.

Information: Over the past year, the Department has been exploring different ways to manage the HCBS-DD waiver waiting list to both ensure equitable access to services and address rural sustainability.

Effective July 1, 2020, authorization for enrollment into the HCBS-DD waiver will be based off population per capita when the Colorado General Assembly has authorized a one time appropriation. The decision to move forward with this change was made after conducting stakeholder engagement and completing a review of feedback received.

Providing enrollment authorizations on a per capita basis will ensure that most catchment areas of the state will receive an enrollment authorization from the one time appropriation. This change in the authorization process will contribute to ensuring rural stabilization and assist in offering timely access to services and supports that are needed by individuals in all areas of the state.

The current waiting list protocol for the HCBS-DD waiver can be found at [10 CCR 2505-10 8.500.7](#) on the Secretary of State website.

What will change

Under the new allocation methodology, when the General Assembly appropriates a one-time funding for enrollments to be authorized from the waiting list, the Department will authorize enrollments to individuals based on their order of selection *within* a catchment area. That catchment area will be allocated enrollments based on the State Demographer's calculation of the population in that area. For example, if 20 enrollments were made available and a singular CCB catchment area had 10% of the State's population, that CCB would receive 10% of the available spots (two spots) to authorize their top two waitlisted individuals.

This change to the HCBS-DD waiver waiting list management does not require waiver or regulatory amendments.

The current waiting list allocation methodology for standard churn enrollments, authorizing vacant enrollments from the waiver and current exceptions to the waiting list protocol **will not be** impacted by this change.

Process

This process will be used only if authorized enrollments are appropriated by the Colorado General Assembly for new enrollments into the HCBS-DD waiver.

1. Process will begin the month the Department is notified of the appropriation

2. Using Model A below, State Population (Geographic Based Enrollment Scenarios) – allocations will be determined for each CCB
3. Assignments to CCBs will be made from Waiting List pulled from the previous months data
4. Emails will be sent to each CCB with the list of individuals to be offered an enrollment
5. CCBs will notify the department of acceptance or denial for each individual who has received an offer to enroll (individuals have 30 days from when they are contacted the CCB to accept or decline the enrollment offer)
6. If an individual decides to decline the offer, the Department will assign the next person in the CCBs catchment area on the waiting list to be offered enrollment.
7. This process continues for each decline until the CCB's As Soon As Available (ASAA) waiting list has been exhausted.
8. Once a CCB's ASAA waiting list has been exhausted, the enrollment will then be offered to the individual who is at the top, meaning the individual with the oldest Order of Selection Date, of the state's overall waiting list.
9. The department will internally track Per Capita waiting list authorizations, which will be set up to mirror current tracking for the Churn waiting list authorizations. The spreadsheet will contain each month's current ASAA waiting list individuals. This will allow for each CCBs updated and current waiting list to be used for reassignments of their CCB's declined enrollments.

Model A* State Population			
CCB	Population	Percentage	Authorization
Blue Peaks	46,964	0.8%	1
Colorado Bluesky	167,117	2.9%	4
Community Connections	99,117	1.7%	2
Community Options	104,159	1.8%	2
Imagine!	394,933	6.9%	9
Developmental Disability Resource Center	626,224	11.0%	14
Starpoint	72,870	1.3%	2
DP	994,192	17.5%	23
Eastern	112,479	2.0%	3
Envision	314,250	5.5%	7
Foothills	350,362	6.2%	8
Horizons	62,039	1.1%	1
Inspiration Field	27,131	0.5%	1
Mountain Valley	140,321	2.5%	3
North Metro	511,469	9.0%	12

RMHS	717,796	12.6%	16
Southeastern	19,912	0.3%	1
Southern	21,337	0.4%	1
Strive	153,629	2.7%	4
TRE	758,011	13.3%	17
<i>Grand Total</i>	<i>5,694,311</i>	<i>100.0%</i>	<i>129</i>
Minimum required allocation:			129

* Model A: State Demographers Office, Data available online, updated 1x per year Data shown above as of: Sept 2019

Attachment(s):

None

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