Dear Qualified Residential Treatment Program (QRTP) or Residential Child Care Facility (RCCF) Provider,

Process for Becoming an Instate Qualified Residential Treatment Program (QRTP) - Updated 9/8/2021

To operate as a QRTP in the state of Colorado, an in-state facility must complete processes with three (3) agencies:
- Licensed by Colorado Department of Human Services (CDHS)/Division of Child Welfare Provider Services Unit (PSU)
- Designated by CDHS/Office of Behavioral Health (OBH)
- Enrolled with the Department of Health Care Policy & Financing (the Department)

A facility should have the following documentation to complete this process:
- License issued by CDHS/PSU
- National Accreditation Certification from the Joint Commission on Accreditation of Healthcare Organizations, the Commission on Accreditation of Rehabilitation Facilities, the Council on Accreditation of Services for Families and Children, or by any other accrediting organization with comparable standards that is recognized by the State
- Attestation form signed by Division of Child Welfare Provider Services Unit (PSU)
- Malpractice/liability Insurance
- W9 tax form (signed and dated within the last 6 months)
- Voided check or bank letter

Follow the steps below:
- Apply for a new NPI number
- Fill out an Attestation Form and submit it to the assigned Licensing Specialist at the Division of Child Welfare Provider Services Unit (PSU) with application for License
- Apply for and receive a Child Care License with a QRTP service type with CDHS/Provider Services Unit (PSU)
- Submit Enrollment as a QRTP
- After receiving a license from PSU, a facility can apply for designation from OBH
  - The facility completes an application and submits the appropriate documentation for designation to provide mental health services
  - OBH will review documentation and conduct a site review
  - A designation report will be given to the facility
  - A Certificate of Designation will be issued and must be displayed onsite at the facility
  - The renewal process will be done annually
- Provider Enrollment will be approved once all other steps are complete
- The provider will receive an enrollment confirmation letter via email

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Providers who wish to transition from an RCCF to a QRTP must follow the process enumerated below:
1. Obtain a unique National Provider Identifier (NPI) as a QRTP.
2. Once the provider has the unique NPI, complete the provider enrollment application for the QRTP. NOTE: See below for enrollment effective date Information.
3. Current RCCF providers also need to request the disenrollment of the RCCF which now requires a 30-day notice. The RCCF should not submit claims with Dates of Service (DOS) that match the enrollment effective date, or after, in the QRTP application.

Enrollment Effective Date
On a new QRTP application/enrollment, providers may request an enrollment effective date of 10/1/2021, if that is applicable. Providers must not submit RCCF claims with DOS on or after 10/1/2021. If providers must continue submitting RCCF claims with DOS on or

after 10/1/2021, then the QRTP effective date and the RCCF disenrollment date should be moved out to a later date.

For example: A QRTP application approved with a 10/1/2021 enrollment effective date - the RCCF would be disenrolled on 9/30/2021 and no claims would pay with dates of services 10/1/2021 or after. A QRTP approved with a 10/15/2021 enrollment effective date, the RCCF should be disenrolled on 10/14/2021.

QRTP Billing
Systems configuration is underway to accept and process per diem claims for QRTP services. The Colorado interChange is not ready to accept claims for QRTP services and any claims submitted will be denied. This process will be expedited and providers will be notified when they can begin submitting claims for a DOS on or after 10/1/2021.

Contact Christina Winship at Chrisina.Winship@state.co.us with any questions.

Thank you,

Department of Health Care Policy & Financing